

Music Dept. Inventory Database

User Guide



2018

[Click here for PDF Version](#)

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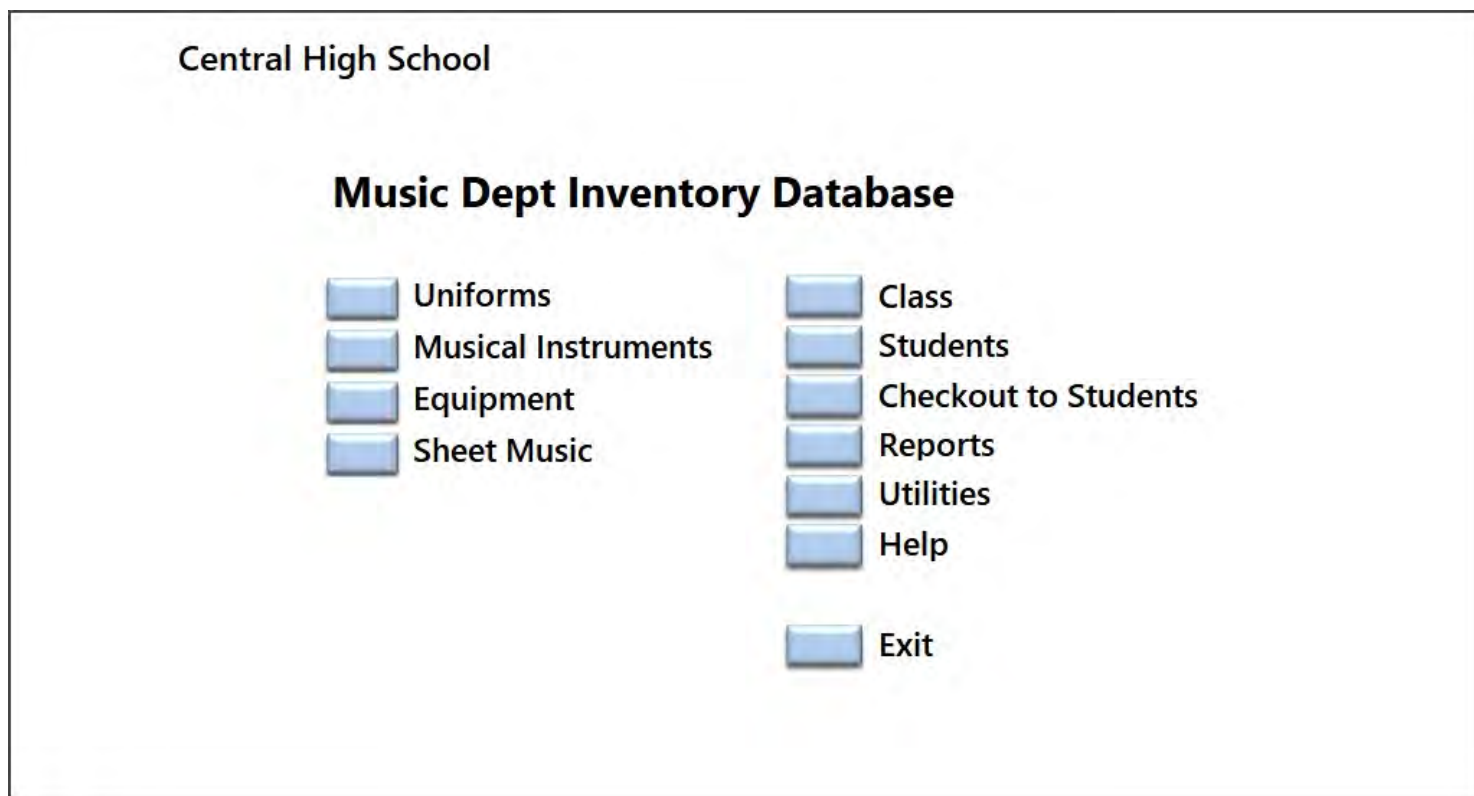
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Introduction

Introduction to the Music Dept. Inventory Database

The Music Dept Inventory Database is designed to help you inventory your **Uniforms** (Band Uniforms, Concert Tuxedos and formal wear, Drum Corp uniforms and more), **Musical Instruments**, **Equipment** (Equipment carts, megaphones, flags, flag poles, etc), and **Sheet Music**.



The 4 Modules - Uniforms, Musical Instruments, Equipment, and Sheet Music store the data for each type of item. The Features in the right column allow you to assign Uniforms, Instruments, etc to a class or check them out to a student. The Reports feature has many reports for each module. The Utilities feature has many utility forms to update the values in any of the look-up tables that are used in the modules.

Here are shortcuts to each section of the User Guide :

[Uniforms](#)

[Musical Instruments](#)

[Equipment](#)

[Sheet Music](#)

[Classes](#)

[Students](#)

[Checkout \(Rentals\)](#)

[Reports](#)

[Utilities](#)

There are several introductory Topics that will help you get started:

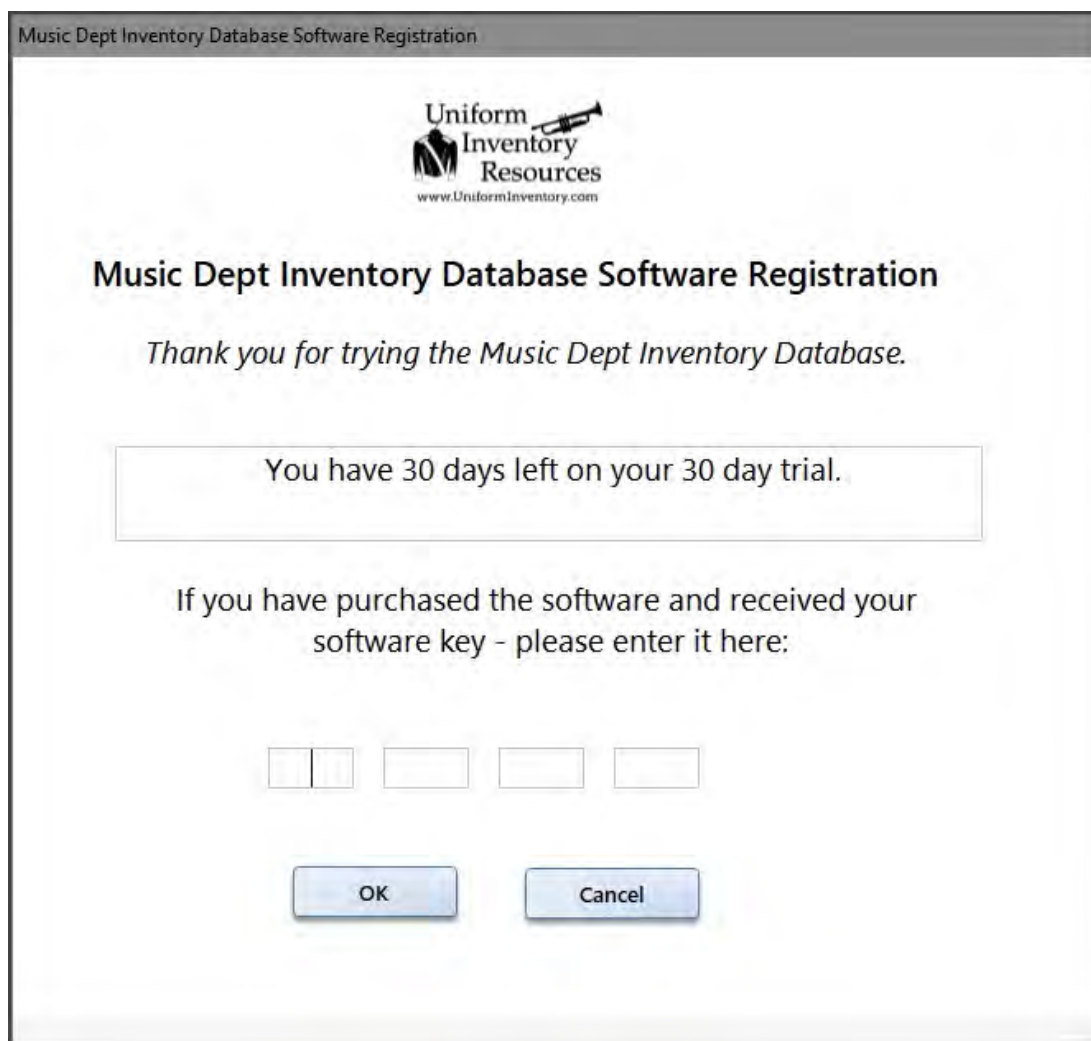
[Opening the Database for the First Time](#)

[Company / Application Setup](#)
[Closing and Exiting the Database](#)
[Notes about Drop-down Arrows/Lookups](#)
[Managing Modules](#)
[Installation Options](#)
[Print options](#)

Opening the Database for the First Time

Opening the Database for the First Time

The first time you open the database you will see the Software Registration screen. If you are trying the software out it will tell you how many days of the 30-day free trial are left. Just press OK and you will continue on to the next screen. If you have decided that you like the database and want it use it for your Music Dept inventory then you may purchase a Software Registration Key from the “Store” on the Inventory Resources website or by calling our office to pay directly by credit card, check or purchase order.



Music Dept Inventory Database Software Registration

Uniform
Inventory
Resources
www.UniformInventory.com

Music Dept Inventory Database Software Registration

Thank you for trying the Music Dept Inventory Database.

You have 30 days left on your 30 day trial.

If you have purchased the software and received your software key - please enter it here:

OK Cancel

Once the payment is received you will receive an email with the software registration key. After you enter the key you will not see the Software Registration screen again.

The next screen you will see – when you open the database for the first time – is the Company Information screen. This screen will allow you to enter the name of the school, university or company and a logo. Once these are entered you will see the company/school name and logo on the Startup Menu and on forms and reports. It is a nice way to personalize your database. See the [Company/ Application Setup](#) section.

Company / Application Setup

Company Setup:

Enter your company/ school name. Click 'Load' to insert your logo / image file. The Company name, address and phone number will be displayed on the Rental / Check-out Receipts. If you fill in the Company name - this screen will not appear automatically again. If you leave the Company Name blank - this screen will appear every time you open the database.

Music Dept Inventory Database Setup [Save and Close]

Welcome !

Please fill in the information below so that the program can be set up to work with your professional company or school. [Quick Start]

Company/School Setup

Company / School Name: Startup Date:

Screen Logo: [Load Image] [Zoom In] [Zoom Out] [Zoom Fit] [Delete Image] B /W Logo For Reports / Receipts: [Load Logo] [Delete Logo]

Contact Person: Phone: EMail:

Address:

City: State: Zip/ Postal Code: Country:

Application Setup

Application Title: Class/Dept Title: Checkout Title:

Individuals (People) Title: Equipment Title:

SECURITY: Do you want to REQUIRE users to Log-in?

Spell Check: Do you want to use Spell Check? You must have MS Office (i.e. Word) installed.

Sales Tax (%): ** Please note that each Individual and Organization record has a field which asks "Charge Sales Tax?". If this field is marked "Yes" and the Sales Tax field has a value >0 the customer will be charge sales tax on their rental. The default value is "Yes".

Logo on Receipts? Do you want to Include Your Logo On Checkout / Rental Receipts?

[View / Edit Modules and Paths for Photos]

Application Setup:

Security: You may select to require users to Log-in with a username and password. If you Require users to log-in you will need to set up user accounts for each person and set the security level (Admin, Staff, Read-only). See the [Utilities / Staff](#) section to add / edit users.

Application Titles: You may select the text to see for the Application title (Music Dept Inventory Database, Athletic Dept Inventory Database, etc) , the Class / Dept title (Class, Activities, etc), the Rentals title and the Individual / People title. To update the list of options for each title, go to the [Utilities Main Menu](#) and look for the update form for each one.

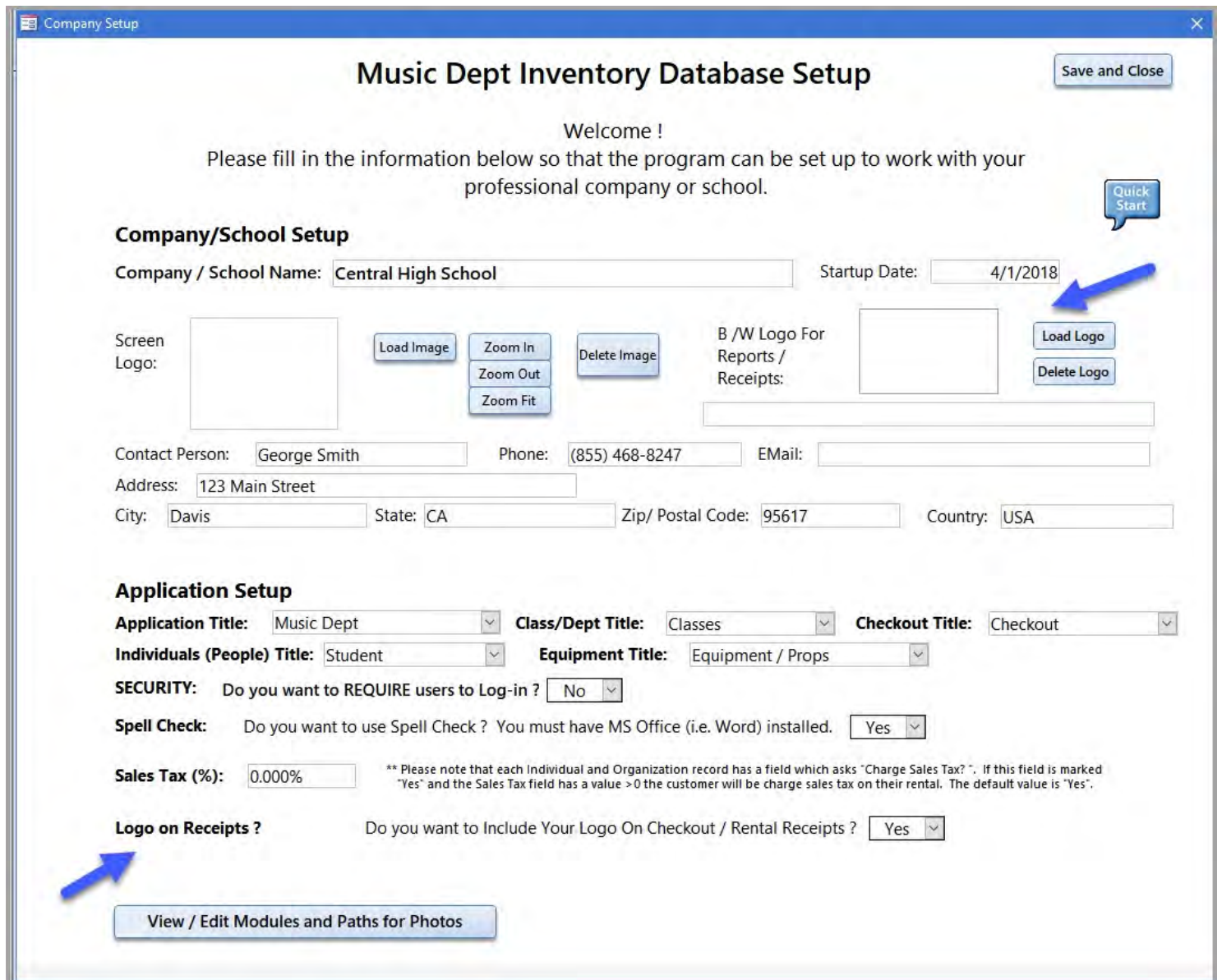
Spell Check: If you have the full version of MS Office (not the Run-time) you may choose to include a spell check button on the Uniforms, Instrument and Equipment screens. The button is very small but

you can see it next to the Print button. Clicking on the button will start a Spell check for the current record. This is not a spell-check-as-you-type system but a "check on demand".



Sales Tax: If your organization charges Sales Tax on rentals, this is where you enter the % Sales Tax. The sales tax will be calculated on the Check-out / Rentals screen as you add items to the rental record.

Logo on Receipts? If you wish to include your school logo on the Checkout/Rental Receipts - Select 'Yes'. Be sure to load the logo on the right side of the form so it can be used on the receipts.



Logo in upper left corner of receipt/contract.



Checkout Contract

Member: **Messick, Rosie** Contract Date: 11/5/2017 Contract #: **4** Balance Due: **\$35.00**

Date Checked Out: 11/5/2017 Return Due Date: 7/26/2018

Phone: _____ Cell Phone: _____ Email: _____ Student ID: 65854

Class: Marching Band Payment Method: _____

Total Fee: **\$35.00** Discount: _____ Sales Tax: (0.00%) **\$0.00** Rental Total: **\$35.00** Fees Paid: **\$0.00** Date Fee Paid: _____

Deposit: **\$0.00** Date Dep Paid: _____ Late Fee: _____ Late Fee Paid: _____ D/C Fee: _____ D/C Fee Paid: _____

Classes: Marching Band Staff: _____

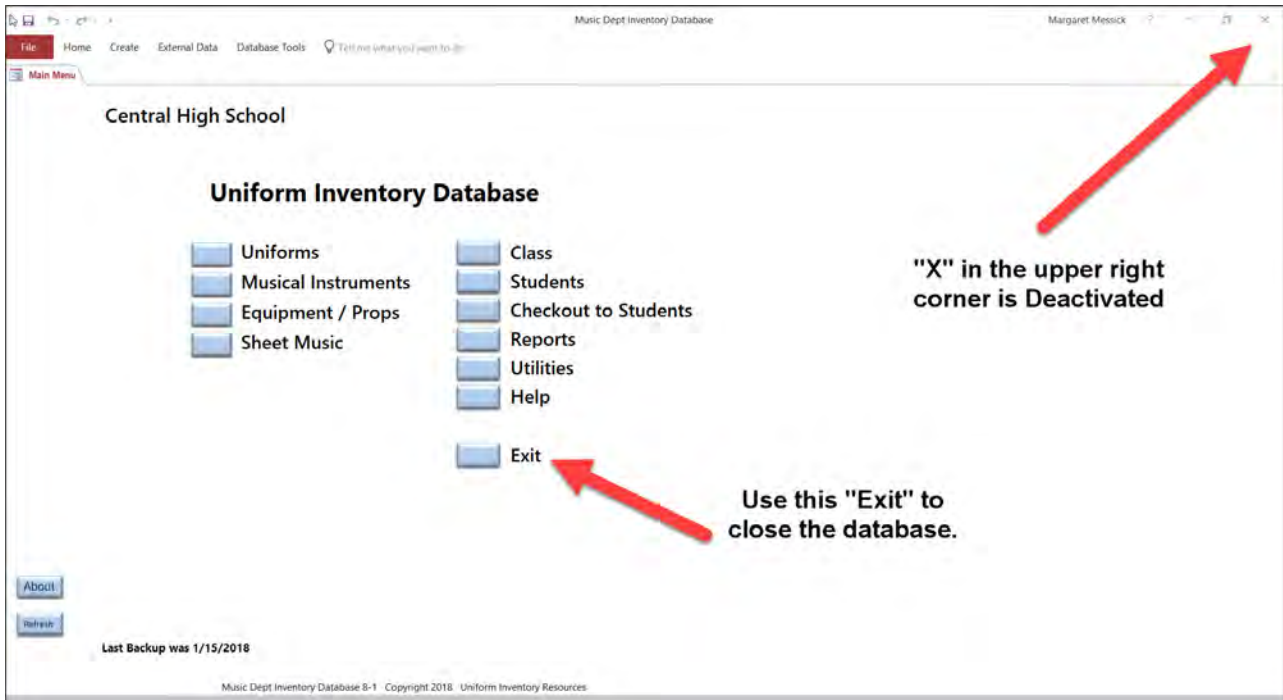
Uniforms Checked-Out:

Tag ID:	Uniform Name:	Uniform Type:	Color:	Rental Fee:	Replacement Cost:	Checked in?	Return Due Date:
0009	Marching Band Jacket	Jacket	White	\$0.00	\$350.00	<input type="checkbox"/>	
Description: Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. 'Bo							
0018	Marching Band Jacket	Jacket	White	\$0.00	\$350.00	<input type="checkbox"/>	
Description: Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. 'Bo							
G007	Gloves - Cotton	Gloves	White	\$0.00	\$205.00	<input checked="" type="checkbox"/>	
Description: Cotton Gloves							
T001	Black Bow Tie	Tie	Black	\$0.00	\$1.50	<input checked="" type="checkbox"/>	
Description: Pre-tied black satin bow tie							
# of Individual Uniforms: 4				Total Fees for Uniforms: \$0.00			

Closing and Exiting the Database

Closing and Exiting the Database:

The Music Dept Inventory Database should be closed using the "Exit" button on the main menu. The red "X" in the upper right corner has been disabled so that the database doesn't close improperly. Please do not use the "File/Close Database" option as that will close the database without allowing it to close the forms and tables correctly.



The MS Access database is actually two files: A Front End (Music Dept Inventory Database 8-x.accdb) which holds the forms and reports and Visual Basic Code; the Back End file (Music Dept Inventory Database DATAONLY.accdb) holds the data (Uniform records, Instrument records, Rental records, etc). When the database is closed the front end file is closed and the back end is compacted and closed. The time to close the database should be less than 10 seconds.

If you shut down the computer before the "Compact" is finished (and MS Access has completely closed) or your workstation loses contact with the network you can corrupt the database - which means that it might not open again the next time you try. Corrupted databases can sometimes be repaired and the data rescued but not always. It is always a good idea to frequently do a back-up of the database to the hard disk or an external drive to be sure to have a recent copy. See the [Utilities](#) menu for backup program.

If your database does become corrupted, contact *us* for help. We may be able to recover part or all of your data.

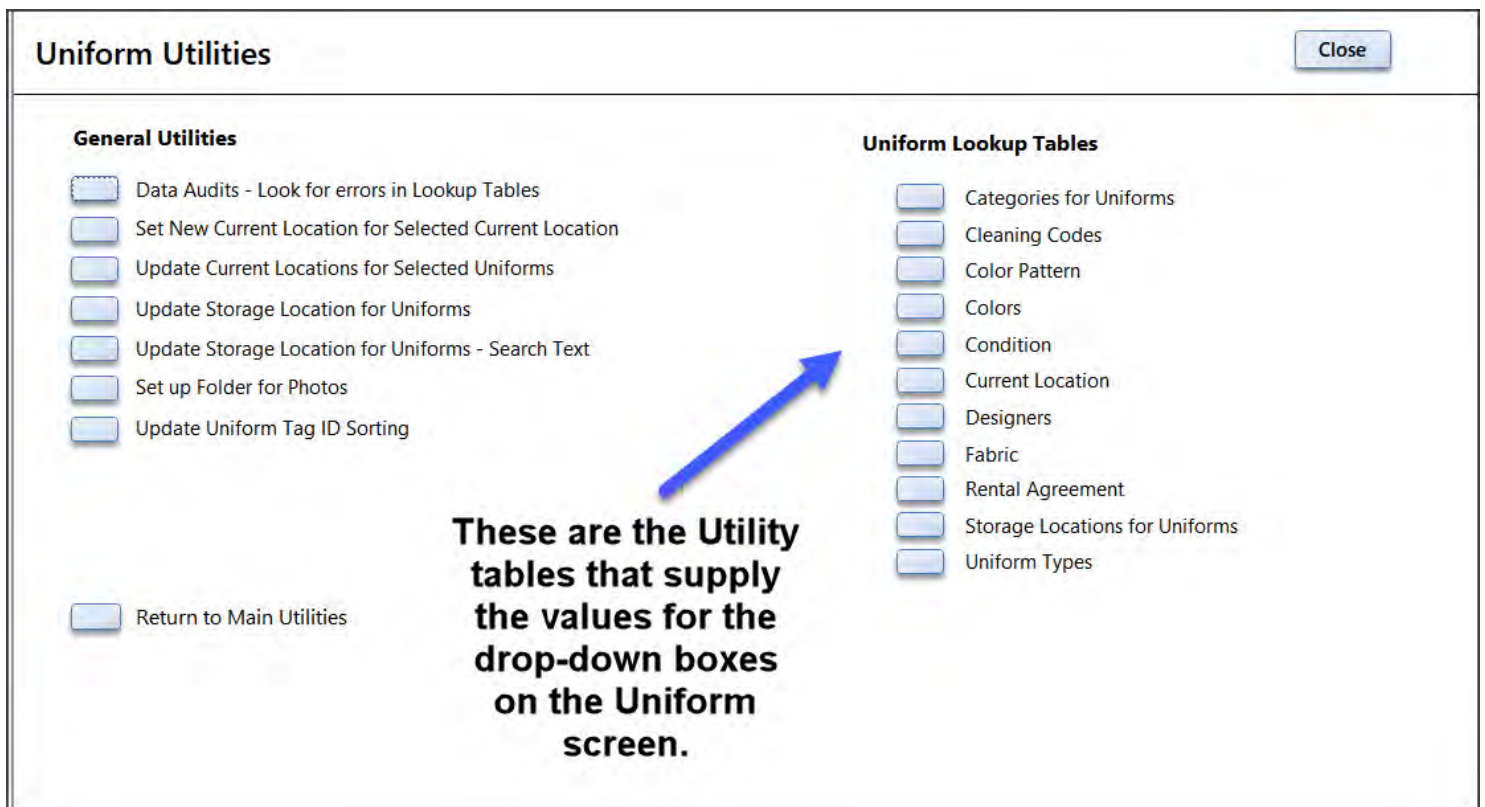
Notes about Drop-down Arrows/Lookups

Notes about Drop-down Arrows / Lookups:

The data entry screens are full of fields that can be filled in by selecting a value off a list that is available from a list that appears after clicking the drop-down arrow. These special fields are called “Combo Boxes”. The values for the Combo-box lists are from Lookup-Tables. You may add, edit or delete values from these tables.

To update a Lookup Table go to the [Utilities Menu](#) for the module you wish to update and find the table you wish to update. Each module (Uniforms, Instruments, etc) have their own list of lookup tables to update.

Each data entry form has a shortcut button to open the Utilities Menu. Once you add or edit a Lookup Table and return to a data entry form you should click on the “**Refresh Lookups**” button in the upper right of the form to make sure the current combo box is up-to-date.



The screenshot shows a window titled "Uniform Utilities" with a "Close" button in the top right corner. The window is divided into two main sections: "General Utilities" on the left and "Uniform Lookup Tables" on the right. Each section contains a list of utility items, each with a small blue button icon to its left. In the "General Utilities" section, the items are: "Data Audits - Look for errors in Lookup Tables", "Set New Current Location for Selected Current Location", "Update Current Locations for Selected Uniforms", "Update Storage Location for Uniforms", "Update Storage Location for Uniforms - Search Text", "Set up Folder for Photos", and "Update Uniform Tag ID Sorting". In the "Uniform Lookup Tables" section, the items are: "Categories for Uniforms", "Cleaning Codes", "Color Pattern", "Colors", "Condition", "Current Location", "Designers", "Fabric", "Rental Agreement", "Storage Locations for Uniforms", and "Uniform Types". At the bottom left, there is a button labeled "Return to Main Utilities". A blue arrow points from a text box in the center of the window towards the "Uniform Lookup Tables" section. The text box contains the following text: "These are the Utility tables that supply the values for the drop-down boxes on the Uniform screen."

Uniform Utilities Close

General Utilities

- Data Audits - Look for errors in Lookup Tables
- Set New Current Location for Selected Current Location
- Update Current Locations for Selected Uniforms
- Update Storage Location for Uniforms
- Update Storage Location for Uniforms - Search Text
- Set up Folder for Photos
- Update Uniform Tag ID Sorting

Uniform Lookup Tables

- Categories for Uniforms
- Cleaning Codes
- Color Pattern
- Colors
- Condition
- Current Location
- Designers
- Fabric
- Rental Agreement
- Storage Locations for Uniforms
- Uniform Types

Return to Main Utilities

These are the Utility tables that supply the values for the drop-down boxes on the Uniform screen.

Managing Modules

Managing Modules

The Modules List can be accessed from the [Utilities Menu](#) (the main Utilities menu, not the individual module Utilities menus).

View List of Installed Modules:

List of Installed Modules					Install New Module	Refresh	Close
Module Name:	Installation Date:	Display Order:	Path to find Photos:	To update the path for the Students photos go to the Student Module.			
<input type="button" value="Uninstall"/>	Uniforms	8/9/2015	10	C:\Uniform Inventory Resources\Uniform Photos	<input type="button" value="Edit Path"/>		
<input type="button" value="Uninstall"/>	Musical Instruments	7/9/2017	40	C:\Uniform Inventory Resources\Instrument Photos	<input type="button" value="Edit Path"/>		
<input type="button" value="Uninstall"/>	Equipment	7/9/2017	60	C:\Uniform Inventory Resources\Equipment Photos	<input type="button" value="Edit Path"/>		
<input type="button" value="Uninstall"/>	Sheet Music	9/6/2015	80	C:\	<input type="button" value="Edit Path"/>		

The list of currently installed modules will be displayed with their photo path. The photo path is the location where you have stored your photos. The default path is C:\.

Set the Path for Photos:

Each time you select to load a photo in a record the database will need a starting place/folder to open to locate the photos. NOTE: if the Path field does not have at least the C:\ filled in the "Load Photo" feature will not work.

To fill in the Photo Path you may type the path in or click on the "Edit Path" button to have a larger place to type. ** If you want the computer to remember the *last folder* that you used for a selecting a photo you can enter the following code in the Photo Path field (instead of the path) : %CD%

Add New Modules:

To Add a new module, click on the "Install New Module" button. Select the module to install off the list. The first time you use the new module you will be prompted to enter the Software Registration Key. Contact Costume Inventory Resources for the key.

Uninstall Modules:

To Uninstall a module, click on the "Uninstall" button next to the name of the module to remove. You will be asked to confirm the uninstall.

Once a module is uninstalled you can re-install it at a later date. The first time you go to use the new module you will be prompted to enter the Software Registration Key.

Print Options

All Reports can be printed to a printer or a PDF file. See the [Print to PDF](#) information in the Appendix.

Installation Options

Installation Options:

The Music Dept Inventory Database can be installed on a PC (Desktop or Laptop) or on a Local Area Network. The database can also be installed on a Mac if a Windows platform is installed. See the [Install on a Mac](#) section of the User guide.

All installations require 400 MB of disk space, 4 GB of RAM (6 or more recommended), MS Access (2010, 2013, or 2016 / Office). For more information see the [Installation section](#) of the Appendix.

PC:

The database and the related files can be installed on any PC running Windows 8 or 10.

Local Area Network:

The software can be installed on a shared drive of a LAN. See the [Network Installation](#) section of the Appendix.

New Features

New Features for version 8-7

1) Add Logo to Checkout / Rental Receipts - You can now add a 2nd logo to the Company Setup screen that will print on the Checkout / Rental Receipts. The logo on the left is for the data entry screens and main menu. The logo on the right is for Checkout / Rental Receipts/reports.

- At the bottom on the screen - select "Yes" for the 'Logo in Receipts' question.
- Click on the "Load Logo" button to link the image to the database. Note - this is a linked image. If the logo file is moved or renamed - it won't be found to print on the receipt. Please use a black and white *.jpg or *.png file.

Company Setup

Music Dept Inventory Database Setup

Save and Close


Welcome !


Please fill in the information below so that the program can be set up to work with your professional company or school.

Quick Start

Company/School Setup

Company / School Name: Startup Date:

Screen Logo: 

B /W Logo For Checkout Receipts: 

Contact Person: Phone: EMail:

Address:

City: State: Zip/ Postal Code: Country:

Application Setup

Application Title: Class/Dept Title: Checkout Title:

Individuals (People) Title: Equipment Title:

SECURITY: Do you want to REQUIRE users to Log-in ?

Spell Check: Do you want to use Spell Check ? You must have MS Office (i.e. Word) installed.

Sales Tax (%): ** Please note that each Individual and Organization record has a field which asks "Charge Sales Tax? ". If this field is marked "Yes" and the Sales Tax field has a value >0 the customer will be charge sales tax on their rental. The default value is "Yes".

Logo on Receipts ? Do you want to Include Your Logo On Checkout / Rental Receipts ?

2) Select the wording for the Check-out Receipts.

You may now change the text of the word "Receipt" on the screen and printouts from the Checkout / Rental screens.

- Go to the Rentals / Utilities Menu

Checkout Utilities

- Payment Method
- Receipt Utilities: Titles, Print Receipt Barcode
- Rental Agreement
- View List of Uniforms marked as Checked IN when still Checked OUT
- Return to the Rental Menu


b) Select Receipt Utilities - Titles, Print Receipt Barcode

c) On this screen you can select one of the options or add your own.

For the wording on the Checkout screen - select the word you want to use instead of "Receipt #".
 For the wording on the Checkout reports - enter the word for the Report Title.
 If you want to have a barcode for the Receipt # print in the upper right corner of the printout (so you can find the checkout record quickly when someone comes in to check things back in), click on the checkbox.

Receipt Printing Utilities				Add Text	Close
Receipt #	Report Title	Select	Print Receipt # Barcode ?		
▶ Contract #	Contract	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Invoice #	Invoice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receipt #	Receipt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Here is a sample of the new checkout 'receipt' file using the titles of "Contract"




Logo

Central High School
123 Main Street Davis, CA 95617 USA (855) 468-8247

Checkout Contract

Contract # 004



Barcode of the Contract #

Member: Messick, Rosie *Contract Date:* 11/5/2017 **Contract #:** 004 *Balance Due:* **\$35.00**

Date Checked Out: 11/5/2017 **Return Due Date:** 7/26/2018

Phone: _____ *Cell Phone:* _____ *Email:* _____ *Student ID:* 65854





Class: Marching Band *Payment Method:* _____

Total Fee: **\$35.00** *Discount:* _____ *Sales Tax:* (0.00%) **\$0.00** *Rental Total:* **\$35.00** *Fees Paid:* **\$0.00** *Date Fee Paid:* _____

Deposit: **\$0.00** *Date Dep Paid:* _____ *Late Fee:* _____ *Late Fee Paid:* _____ *D/C Fee:* _____ *D/C Fee Paid:* _____

Classes Marching Band *Staff:* _____

Uniforms Checked-Out:

Tag ID:	Uniform Name:	Uniform Type:	Color:	Rental Fee:	Replacement Cost:	Checked in?	Return Due Date:
0009	Marching Band Jacket	Jacket	White	\$0.00	\$350.00	<input type="checkbox"/>	
<i>Description:</i> Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. 'Bo							
							
0018	Marching Band Jacket	Jacket	White	\$0.00	\$350.00	<input type="checkbox"/>	
<i>Description:</i> Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. 'Bo							
							
G007	Gloves - Cotton	Gloves	White	\$0.00	\$205.00	<input checked="" type="checkbox"/>	
<i>Description:</i> Cotton Gloves							
							
T001	Black Bow Tie	Tie	Black	\$0.00	\$1.50	<input checked="" type="checkbox"/>	
<i>Description:</i> Pre-tied black satin bow tie							
							
# of Individual Uniforms: 4				Total Fees for Uniforms: \$0.00			

Date Printed: July 18, 2018 Page 1 of 2

3) Sheet Music Module has new features - see the [Sheet Music](#) section for more details

a) A new tab has been added for **Instrumentation**. You can list all the Instrumentation and the number of copies of each part. As copies are checked out the "# of Copies Checked Out" and "# of Copies Available" will be updated.

- 1 - Select the Instrumentation tag
- 2 - Select the Instrumentation part from the drop-down list. If the part you need isn't listed - go to the Utilities Menu and add the part and return to this screen. Remember to click on the "Refresh Lookups" button when you return.
- 3 - Enter in the number of copies you have for the selected part

Sheet Music Search ◀ ▶ Add Music Reports Utilities Save and Close

Some Skunk Funk

Publication Type: Music Title: **Some Skunk Funk** Quick Start

Composer: Brecker, Randy + Publisher: Kendor Music, Inc. + Date of Publication:

Type of Ensemble: Band Class: View

Ownership Type: Owned Leased / Borrowed From: + ISBN: 822795053401

Cost (each): \$20.00 Replacement Cost: \$25.00 Storage Location: Shelf 1a Location Detail:

Notes: Zoom Label Abbrev: * - Double-click for today's date.

Check Out Instrumentation

Instrumentation	# Of Copies	# of Copies Checked Out	# of Copies Available
▶ Conductor's Score	1	0	1
Horn 1	1	0	1
Horn 2	1	0	1
Horn 3	1	0	1
Piano	1	1	0
Bass	1	0	1
Guitar	1	0	1
Drums	1	0	1
Percussion	1	1	0
* 	0	0	0
Total # Copies: <input style="width: 50px;" type="text" value="9"/> <input style="width: 50px;" type="text" value="2"/> Total Copies Available: <input style="width: 50px;" type="text" value="7"/>			

b) Create Checkout Records - 3 ways

The screenshot shows the 'Sheet Music' application window with a search bar containing 'Some Skunk Funk'. A 'Create Checkout Records' dialog box is open, displaying the following fields and options:

- Due Date:** 9/1/2018
- Starting Number:** 1025
- Number of Copies:** 9
- Options:**
 - Create Checkout Records from Instrumentation List
 - Or -
 - Create Checkout Copies based on Student / Class List
 - Or -
 - Create Checkout Copies based on # of Copies

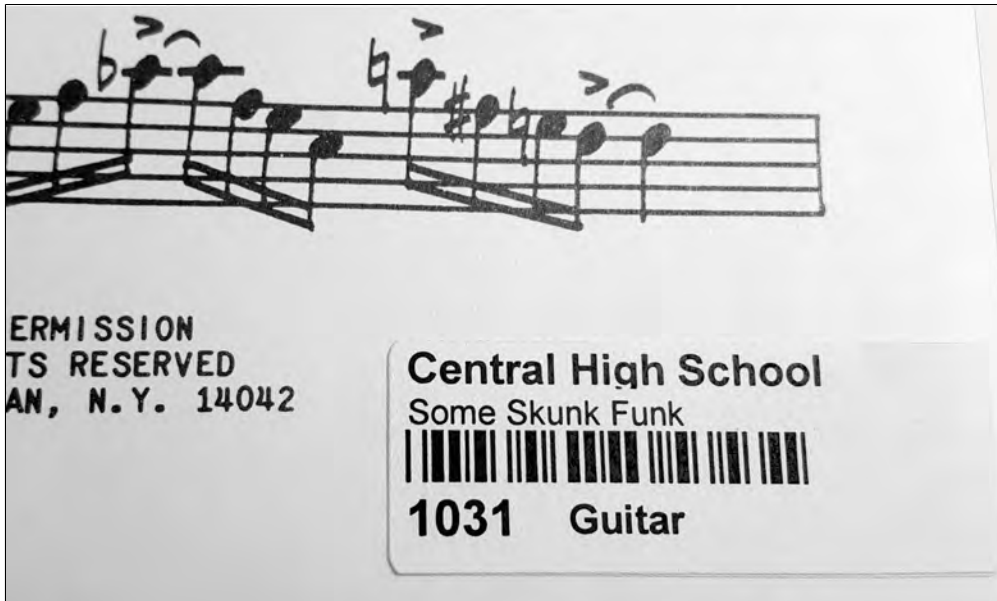
In the background, the main interface shows a 'Create Checkout Records' button highlighted with a red arrow. Other visible elements include 'Add Music', 'Reports', 'Utilities', 'Save and Close', 'Refresh Lookups', and a table with columns for 'Instrumentation' and 'Notes'.

- 1) Enter the **Due Date** when the music is to be returned.
- 2) Enter the **Starting Number** for the barcode. The starting number can be any 3 or more digit (i.e. 001, 1001, etc) number. This allows you to check in the music with the barcode scanner.
- 3) There are 3 choices to create the records:
 - a) **Create a checkout record for each copy of the instrumentation** - the program will make one check-out record for each part. In the case of the Some Skunk Funk (above example) it will create 9 records and fill in the Instrumentation field.
 - b) **Create a checkout records for each student that is assigned to the class.** (The Class is listed at the top of the screen.) If you have already created a student record for each student and assigned them to class and the class is assigned to this piece of music - the program will create a checkout record for each student. You will need to assign the instrumentation to each record.
 - c) **Create records based on the number of copies you enter.** The program will create records based on the number of copies you have entered. You will need to enter both the Instrumentation and the Student/Performer Name to each record.
- 4) If you have not created a record for each student - Create a record for each student / performer in the [Students](#) section of the database. Enter as much or as little contact information as you want. Once their record is created and they have checked out music you can see a list of what they have on their record.
- 5) Assign a student to a copy record by selecting the student name or ID (if the ID is listed in the student record.)
- 6) Print out a list of the Check-out records from the Report Menu.

c) New Reports for Sheet Music

1 - The ID Labels for the sheet music have been updated. Once you create the Checkout records you can print a label for each copy of music.

The ID Labels (from the Reports Menu) are designed for you to print on your own printer with the name of your school/organization, the title (or title abbreviation), a barcode and the copy number. You can print them on Avery Label # 5195 / 61533 (2/3" x 1 3/4" labels) that are available from most office supply stores. They are easy to read and the barcode can be scanned when the music is brought back to be checked in.



Reports for Sheet Music / Scores / Books

Close

Select Music for Report:

- 1** Music Check-out List
- Music Check-out List by Part
- ID Labels for Music w/ Title
- Music Still Checked Out
- Letter to Students with Overdue Music
- 2** Music Check-out List - by Student
- Music Check-out Contract for All Students
- ID Labels for Music w/ School Name
- Edit the text for the letter

- List of All Music
- List of All Music by Composer
- List of All Music by Storage Location
- List of All Music by Checkout IDs
- Select Composer:

- 3** All Music Check-out List
- All Music Still Checked Out
- All ID Labels for Music w/ School Name
- All Music Check-out Contracts for All Students
- All Music Check-out List - by Student
- All Music Still Checked Out - By Student

There are 3 options to printing the ID Labels.

1) Print a label with the Title and instrumentation and Copy number - for the Selected Title (in the box at the top of the screen)



2) Print a label with the School/Organization Name, Title, Barcode and Copy Number - for the Selected Title (in the box at the top of the screen)

Labels with School Name,
Music Title, Copy # and
Instrument Part

3) Print labels for selected titles. Select the tiles you want to print. This saves you a lot of wasted labels.

Select Music to Print Labels Print Labels Close

Sheet Music Title	# of Copies			
Hunting (from the Seasons - Opus 37a, No. 9)	5	<input type="checkbox"/>	<input type="button" value="Clear All"/>	<input type="button" value="Select All"/>
LET'S FACE THE MUSIC AND DANCE	3	<input type="checkbox"/>		
Pirates of the Caribbean	71	<input type="checkbox"/>		
Some Skunk Funk	9	<input type="checkbox"/>		
* <input type="text"/>	0	<input type="checkbox"/>		

Click in the box to select one or more titles. Or - use the **Select All** button to select all titles.

Central High School
Hurting (Seasons Opus 37a)

2001 Conductor's Score

Central High School
Hurting (Seasons Opus 37a)

2005 Trombone

Central High School
Pirates of the Caribbean

101 Conductor's Score

Central High School
Pirates of the Caribbean

105 Flute 1

Central High School
Pirates of the Caribbean

109 Flute 2

Central High School
Pirates of the Caribbean

113 Bassoon

Central High School
Pirates of the Caribbean

117 B flat Clarinet 1

Central High School
Pirates of the Caribbean

121 B flat Clarinet 2

Central High School
Pirates of the Caribbean

125 B flat Clarinet 3

Central High School
Pirates of the Caribbean

129 B flat Bass Clarinet

Central High School
Pirates of the Caribbean

133 E flat Alto Saxophone

Central High School
Pirates of the Caribbean

137 B flat Trumpet 1

Central High School
Pirates of the Caribbean

141 B flat Trumpet 2

Central High School
Pirates of the Caribbean


145 B flat Trumpet 3

Central High School
Pirates of the Caribbean

149 F Horn 3, 4

Central High School
Hurting (Seasons Opus 37a)

2002 Trumpet 1

Central High School
Let's Face the Music

1501

Central High School
Pirates of the Caribbean

102 Piccolo

Central High School
Pirates of the Caribbean

106 Flute 1

Central High School
Pirates of the Caribbean

110 Flute 2

Central High School
Pirates of the Caribbean

114 Bassoon

Central High School
Pirates of the Caribbean

118 B flat Clarinet 1

Central High School
Pirates of the Caribbean

122 B flat Clarinet 2

Central High School
Pirates of the Caribbean

126 B flat Clarinet 3

Central High School
Pirates of the Caribbean

130 E flat Alto Saxophone

Central High School
Pirates of the Caribbean

134 B flat Tenor Saxophone

Central High School
Pirates of the Caribbean

138 B flat Trumpet 1

Central High School
Pirates of the Caribbean

142 B flat Trumpet 2

Central High School
Pirates of the Caribbean

146 F Horn 1, 2

Central High School
Pirates of the Caribbean

150 Trombone 1

Central High School
Hurting (Seasons Opus 37a)

2003 Trumpet 2

Central High School
Let's Face the Music

1502

Central High School
Pirates of the Caribbean

103 Flute 1

Central High School
Pirates of the Caribbean

107 Flute 2

Central High School
Pirates of the Caribbean

111 Oboe

Central High School
Pirates of the Caribbean

115 B flat Clarinet 1

Central High School
Pirates of the Caribbean

119 B flat Clarinet 2

Central High School
Pirates of the Caribbean

123 B flat Clarinet 3

Central High School
Pirates of the Caribbean

127 E flat Alto Clarinet

Central High School
Pirates of the Caribbean

131 E flat Alto Saxophone

Central High School
Pirates of the Caribbean

135 B flat Tenor Saxophone

Central High School
Pirates of the Caribbean

139 B flat Trumpet 1

Central High School
Pirates of the Caribbean

143 B flat Trumpet 3

Central High School
Pirates of the Caribbean

147 F Horn 1, 2

Central High School
Pirates of the Caribbean

151 Trombone 1

Central High School
Hurting (Seasons Opus 37a)

2004 Horn 1

Central High School
Let's Face the Music

1503

Central High School
Pirates of the Caribbean

104 Flute 1

Central High School
Pirates of the Caribbean

108 Flute 2

Central High School
Pirates of the Caribbean

112 Oboe

Central High School
Pirates of the Caribbean

116 B flat Clarinet 1

Central High School
Pirates of the Caribbean

120 B flat Clarinet 2

Central High School
Pirates of the Caribbean

124 B flat Clarinet 3

Central High School
Pirates of the Caribbean

128 B flat Bass Clarinet

Central High School
Pirates of the Caribbean

132 E flat Alto Saxophone

Central High School
Pirates of the Caribbean

136 E flat Baritone Saxophone

Central High School
Pirates of the Caribbean

140 B flat Trumpet 2

Central High School
Pirates of the Caribbean

144 B flat Trumpet 3

Central High School
Pirates of the Caribbean

148 F Horn 3, 4

Central High School
Pirates of the Caribbean

152 Trombone 2

d) Checkouts to students can use their name or Student ID. Be sure to enter the Student ID on the Student screen.

Students Search View:

Margaret Messick

First name: Last name: Student ID: Gender: Class Year:

Home Phone: Cell Phone: Email:

Address: Title:

City: State: Zip/Postal Code:

Parents/Other Contact: Contact Phone:

Contact Cell Phone: Contact Email: Other Email:

Allergies:

Tattoos: Piercings:

Notes:

Photo Path: Current:




Image Controls

Load Photo

Measurements **Activities** Uniform Checkout History Instrument Checkout History Equipment Checkout History Sheet Music

Date Of Measurements:

Jacket Size: Shirt Size: Pant Size: Vest Size: Cumberbund Size:

Dress Size: Skirt Size: Leotard Size: Glove Size: Shoe Size: Hat Size:

Select the Student Name from the "Select Student" box or the ID from the "Student ID" box.

Sheet Music Search Add Music Reports Utilities Save and Close

Some Skunk Funk

Publication Type: Title:

Composer: Publisher: Date of Publication:

Type of Ensemble: Class:

Ownership Type: Leased / Borrowed From: ISBN:

Cost (each): Replacement Cost: Storage Location: Location Detail:

Notes: Zoom Label Abbrev:

Due Date: *-- Double-click for today's date.

Check Out **Instrumentation**

Copy #	Select Part:	Select Student:	Student ID:	Date Checked Out *	Date Checked In *	Check-in Condition	Notes
1025	Conductor's Score	Messick, Peter	58452	10/26/2017			Zoom
1026	Horn 1	Jetson, Leroy	35658	10/26/2017			Zoom
1027	Horn 2	Messick, Rosie	65854	10/26/2017			Zoom
1028	Horn 3			7/12/2018			Zoom
1029	Piano	Messick, Margaret					Zoom
1030	Bass	Messick, Peter					Zoom
1031	Guitar	Messick, Tim					Zoom
1032	Drums	Messick, Rosie					Zoom
1033	Percussion	Jetson, Judy					Zoom
		Jetson, George					Zoom
		Jetson, Leroy					Zoom
		Bear, Yogi					Zoom
		Smith, Susan					Zoom

e) Assign Sheet Music to a "Type of Ensemble" and "Class" The Type of Ensemble table can be updated on the Sheet Music Utilities screen.

Sheet Music Search Add Music Reports Utilities Save and Close

Hunting (from the Seasons - Opus 37a, No. 9)

Publication Type: Music Title: **Hunting (from the Seasons - Opus 37a, No. 9)**

Composer: Tschaikovsky, Peter I. Publisher: International Music Company Date of Publication: 1965

Type of Ensemble: Orchestra Class: Orchestra I **View**

Ownership Type: Owned Leased / Borrowed From: ISBN: **Zoom**

Cost: \$12.75 Replacement Cost: \$15.00 Storage Location: Choir Room Location Detail: Rack 1

Notes: Label Abbrev: Hunting (Seasons Opus 37a)

Due Date: 6/1/2018 * - Double-click for today's date.

Check Out: **Instrumentation**

Checkout Music to Students: Create Checkout Records Quick Check-In Clear Students from Checkout Records

Copy #	Select Part:	Select Student:	Student ID:	Date Checked Out *	Date Checked In *	Check-in Condition	Notes
2001	Conductor's Score	Messick, Margaret	123789	10/26/2017	10/26/2017		Zoom
2002	Trumpet 1	Messick, Peter	58452	10/26/2017	7/12/2018		Zoom
2003	Trumpet 2	Messick, Rosie	65854	7/15/2018	7/12/2018		Zoom
2004	Horn 1	Jetson, Leroy	35658	7/15/2018	11/5/2017		Zoom
2005	Trombone	Adams, Ralph	654-321-587	7/19/2018	11/5/2017		Zoom
*							Zoom

* = Past the Due Date

Delete Record Updated By: Margaret Date Added/Updated: 7/12/2018

You can also print a list of the music by Type of Ensemble. You can select to print all Sheet Music titles by Ensemble Type or just print the music for a specific Ensemble Type.

Reports for Sheet Music / Scores / Books

Close

Select Music for Report:

- | | |
|--|--|
| <input type="checkbox"/> Music Check-out List | <input type="checkbox"/> Music Check-out List - by Student |
| <input type="checkbox"/> Music Check-out List by Part | <input type="checkbox"/> Music Check-out Contract for All Students |
| <input type="checkbox"/> ID Labels for Music w/ Title | <input type="checkbox"/> ID Labels for Music w/ School Name |
| <input type="checkbox"/> Music Still Checked Out | |
| <input type="checkbox"/> Letter to Students with Overdue Music | <input type="checkbox"/> Edit the text for the letter |

-
- List of All Music
 - List of All Music by Composer
 - List of All Music by Storage Location
 - List of All Music by Type of Ensemble
 - List of All Music by Checkout IDs

Select Composer:

Select Type of Ensemble:

- | | |
|---|---|
| <input type="checkbox"/> All All Music Check-out List | <input type="checkbox"/> All All Music Check-out Contracts for All Students |
| <input type="checkbox"/> All All Music Still Checked Out | <input type="checkbox"/> All All Music Check-out List - by Student |
| <input type="checkbox"/> All All ID Labels for Music w/ School Name | <input type="checkbox"/> All All Music Still Checked Out - By Student |

4) Instrument Records now can list Cases

Each Instrument can be assigned a Case. Inventory Records for Cases can be created in the Instrument Case module.

Instruments Search

Add Item Copy Item Utilities Save and Close

Display Records Sorted by: Name ID

Tag ID: **10009** # Instrument: **Clarinet** Current Location: **Checked-Out** Quick Start

Description: **Jean Paul Clarinet**

Category: **Woodwinds** Item Type: **Clarinet** Add New Type

Instrument Maker: **Jean Paul** + Model:

Serial Number: Asset Number:

Size: **Full size** Color / Finish: **Black** Condition: **Good**

Cost/Value: **\$300.00** Replacement Cost: **\$350.00** Rental Fee per Item: **\$25.00**

Source: When Acquired: **2008**

Has Case Create Case Record Case ID: **0001 - Black nylon case for Clarinet** View Case

Storage Location: **Closet 2** + Details: **Shelf 10**

Notes:

Activities Repair History Checkout History Discard Notes

Classes		Add New Record	?
Orchestra I	X	View	
Marching Band	X	View	
<input type="text"/>	X	View	

Delete Instrument Discarded: Updated By: Date Added/Updated: **7/19/2018**

Image Controls

Load Photo

Zoom In

Zoom Out

Zoom Fit

Full Screen

Rotate

Delete Photo

Load Photo

Zoom In


Zoom Out

Zoom Fit

Full Screen

Rotate

Delete Photo




D:\4-Artwork\Instruments\Clarinet.jpg

You can view the Case Records from the Instrument Main Menu or from the Instrument record.

Musical Instruments

-  Instruments
-  Search
-  Instrument Cases 
-  Reports
-  Utilities
-  Return to Main Menu

One Instrument Case can have more than one instrument in it.

Instrument Cases 

Case ID: Description:

Case Maker: Size: Color: Instrument Type:

Current Location: Storage Location: + Details:

Cost: Replacement Cost: Does case contain more than 1 instrument?

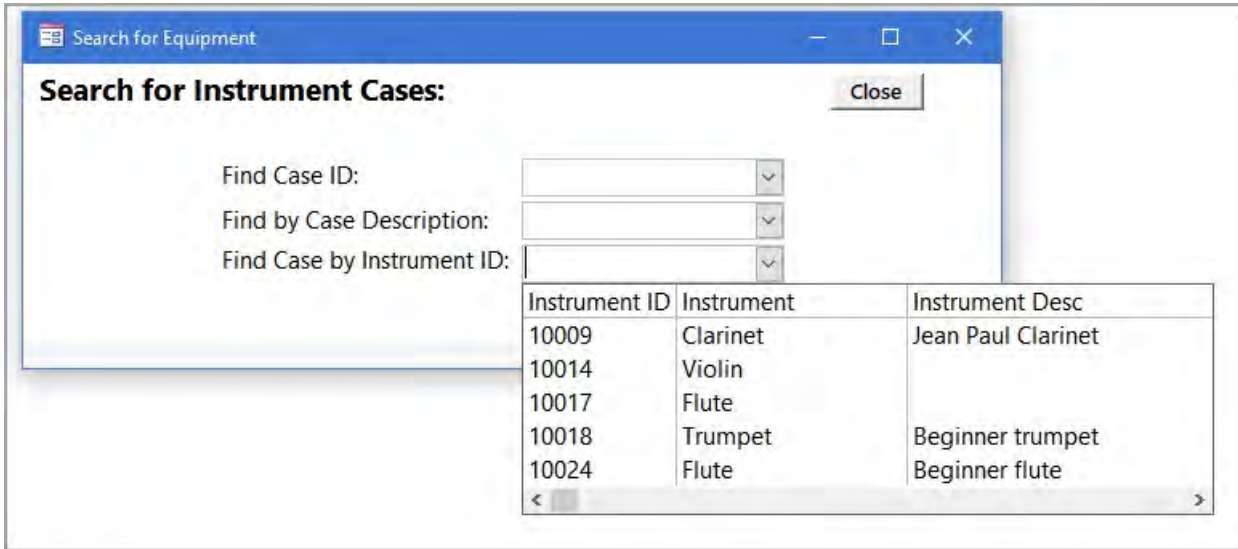
Notes:

Instruments In Case

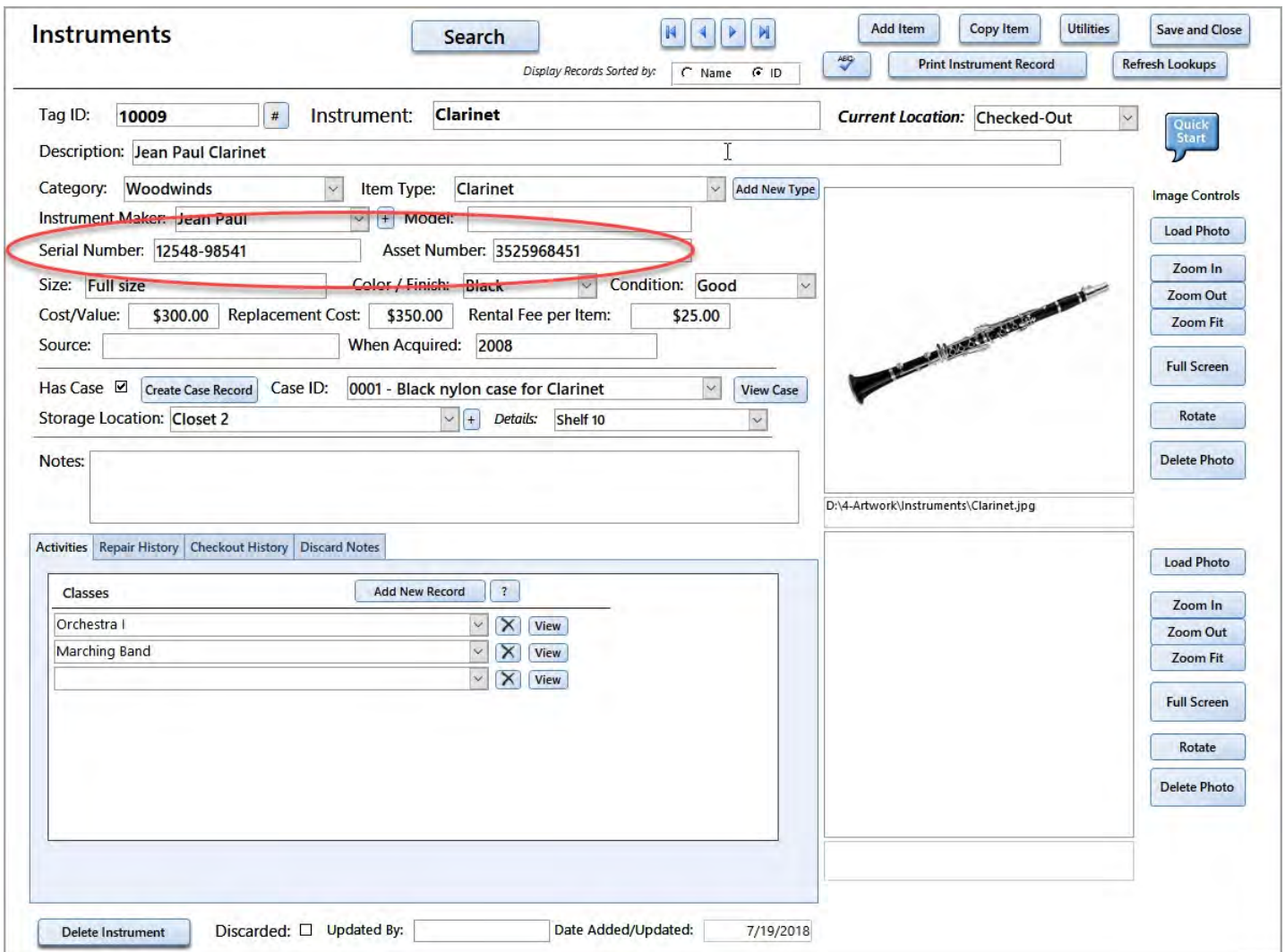
Instrument ID	Instrument Type:	Name	Description	
▶ 10009	Clarinet	Clarinet	Jean Paul Clarinet	<input type="button" value="View"/> <input type="button" value="X"/>
* <input type="text"/>	<input type="text"/>			<input type="button" value="View"/> <input type="button" value="X"/>

Date Added: Added / Updated By:

You can search for Instrument cases by several different fields: Case ID, Case Description or by Instrument ID.




5) **New Fields for Instrument records.** The Instrument record now has a field for Serial Number and Asset Number. You can search on these fields as well.



6) The Uniform Module now has a Dry Cleaning module. This module will let you 'check out' uniforms to a Dry Cleaner and then check them back in again.

Uniform Inventory

-
-
- 
-
-
-


You can create a record for each Dry Cleaner or cleaning company you use from the Uniform Utilities menu.

Uniform Utilities

General Utilities

-
-
-
-
-
-
-

Uniform Lookup Tables

-
-
-
-
-
-
-
- 
-
-
-
-

Create a record for each cleaner with their contact information. Once uniforms are checked out you will see the list of everything that has gone out and with the items still 'out' at the top of the list.

Dry Cleaners Search

Dry Cleaner Name: Contact Name: Phone: Fax:

Address: City: State: Zip/Postal Code:

E-Mail: WebSite:

Notes:

Order #	Check-Out Date	Return Due Date	Check-In Date	Tag ID	Name / Description	Uniform Type	Color	Size	
1	7/14/2018	7/31/2018		0014	Marching Band Jacket Stanbury Jacket - Whit	Jacket	White	36 (M)	<input type="button" value="View"/>
6	7/18/2018	7/31/2018		0009	Marching Band Jacket Stanbury Jacket - Whit	Jacket	White	32 (S)	<input type="button" value="View"/>
6	7/18/2018	7/31/2018		0010	Marching Band Jacket Stanbury Jacket - Whit	Jacket	White	32 (S)	<input type="button" value="View"/>
6	7/18/2018	7/31/2018		0011	Marching Band Jacket Stanbury Jacket - Whit	Jacket	White	36 (M)	<input type="button" value="View"/>
3	7/14/2018	8/8/2018	7/14/2018	0006	Marching Band Jacket Stanbury Jacket - Whit	Jacket	White	32 (S)	<input type="button" value="View"/>
3	7/14/2018	8/8/2018	7/14/2018	0007	Marching Band Jacket Stanbury Jacket - Whit	Jacket	White	32 (S)	<input type="button" value="View"/>
3	7/14/2018	8/8/2018	7/14/2018	0008	Marching Band Jacket Stanbury Jacket - Whit	Jacket	White	32 (S)	<input type="button" value="View"/>
3	7/14/2018	8/8/2018	7/15/2018	0009	Marching Band Jacket Stanbury Jacket - Whit	Jacket	White	32 (S)	<input type="button" value="View"/>
3	7/14/2018	8/8/2018	7/15/2018	0011	Marching Band Jacket Stanbury Jacket - Whit	Jacket	White	36 (M)	<input type="button" value="View"/>
1	7/14/2018	7/31/2018	7/15/2018	0019	Marching Band Jacket Stanbury Jacket - Whit	Jacket	White	36 (M)	<input type="button" value="View"/>
1	7/14/2018	7/31/2018	7/15/2018	0093	Black Band Pants Black pants with white strip	Pants	Black	34, 38	<input type="button" value="View"/>

of Items Still at Cleaner:

To Send things to the Dry Cleaner: Select the "Sent Uniforms to Dry Cleaning" from the Uniform menu.

- 1) Click on "New Dry Cleaning Order".
- 2) Select the Dry Cleaner name from the drop-down list.
- 3) Enter the Return Due Date
- 4) Select the Uniform ID off the Tag ID# drop-down list or scan the uniform tag with the barcode reader.
- 4) When you are finished entering Uniforms, click on the "Print List" to see a list of everything that has been scanned.

Dry Cleaning Orders Find Existing Dry Cleaning Record:

Select Dry Cleaner: **Swanson's Cleaners - 530-753-7874** Order #: Is the order Complete?

Date Uniform Items Out: * Return Due Date:

Staff: Check-Out Comments: Include Comments on List

Notes: Include Notes on List

Select Uniform Items # Items Still Out:

Tag ID #	Item / Color	Date to Cleaners*	Return Due Date	Date Returned*		
0007	Marching Band Jacket - White - 32 (S)	7/14/2018	7/31/2018		View Garment	Remove Garment from List
		Comments to Cleaner: Loose Button				
0009	Marching Band Jacket - White - 32 (S)	7/14/2018	7/31/2018		View Garment	Remove Garment from List
		Comments to Cleaner:				
0010	Marching Band Jacket - White - 32 (S)	7/14/2018	7/31/2018		View Garment	Remove Garment from List
		Comments to Cleaner:				
0013	Marching Band Jacket - White - 36 (M)	7/14/2018	7/31/2018		View Garment	Remove Garment from List
		Comments to Cleaner:				
0014	Marching Band Jacket - White - 36 (M)	7/14/2018	7/31/2018		View Garment	Remove Garment from List
		Comments to Cleaner: Sleeve torn				
0016	Marching Band Jacket - White - 36 (M)	7/14/2018	7/31/2018		View Garment	Remove Garment from List
		Comments to Cleaner:				
0017	Marching Band Jacket - White - 36 (M)	7/14/2018	7/31/2018		View Garment	Remove Garment from List
		Comments to Cleaner:				

of Uniform Items:

* - Double-click on the date field for today's date.

When the Uniforms come back from the cleaners you can check them in just as you would a rental. There are 4 ways to check the uniforms in:

- 1) **Quick Check-in** - click on the Quick Check In button at the top of the screen. On the Quick Check-in screen select the Tag ID off the list or place your cursor in the Enter Uniform Number field and scan the tag with the barcode scanner.

Quick Uniform Check-In from Dry Cleaners

Close

Check-In Date : 7/19/2018

Enter Uniform Number:

Refresh List

0011

Marching Band Jacket Swanson's Cleaners

0014

Marching Band Jacket Swanson's Cleaners

Tag ID			
0010	Marching Band Jacket	Swanson's Cleaners	7/19/2018
0024	Marching Band Jacket	Parc West Dry Cleaners	7/19/2018

On the Dry Cleaning Orders screen: you can

- 1) Enter the date in the Check-in Date field
- 2) With your cursor in the Check-in Date field, select a date of the pop-up calendar
- 3) Click on the "Mark All Uniform Items 'Checked In' " button. All Uniforms will be marked as checked in.

Dry Cleaning Orders

Find Existing Dry Cleaning Record:

[New Dry Cleaning Order](#)

[Refresh](#)

[Save](#)

[Close](#)



[Print List](#)

[List of All Items Still Out](#)

[Quick Check In](#)

Select Dry Cleaner: **Swanson's Cleaners - 530-753-7874**

[View](#)

Order #: 6

Is the order Complete? **No**

Have all the garments been returned?

Date Uniform Items Out: 7/18/2018 *

Return Due Date: 7/31/2018

[Update Return Due Date](#)

Staff:

Check-Out Comments:

Include Comments on List

Notes:

Include Notes on List

[Quick Start](#)

Select Uniform Items

[Refresh](#)

Items Still Out: 3

[Mark ALL Uniform Items "Checked In"](#)

3

Tag ID #	Item / Color	Date to Cleaners*	Return Due Date	Date Returned*	
0009	Marching Band Jacket - White - 32 (S)	7/18/2018	7/31/2018	7/19/2018	View Garment Remove Garment from List
Comments to Cleaner: <input type="text"/>					
0010	Marching Band Jacket - White - 32 (S)	7/18/2018	7/31/2018	7/19/2018	View Garment Remove Garment from List
Comments to Cleaner: <input type="text"/>					
0011	Marching Band Jacket - White - 36 (M)	7/18/2018	7/31/2018		View Garment Remove Garment from List
Comments to Cleaner: <input type="text"/>					
*	- -	7/18/2018	7/31/2018		View Garment Remove Garment from List
Comments to Cleaner: <input type="text"/>					

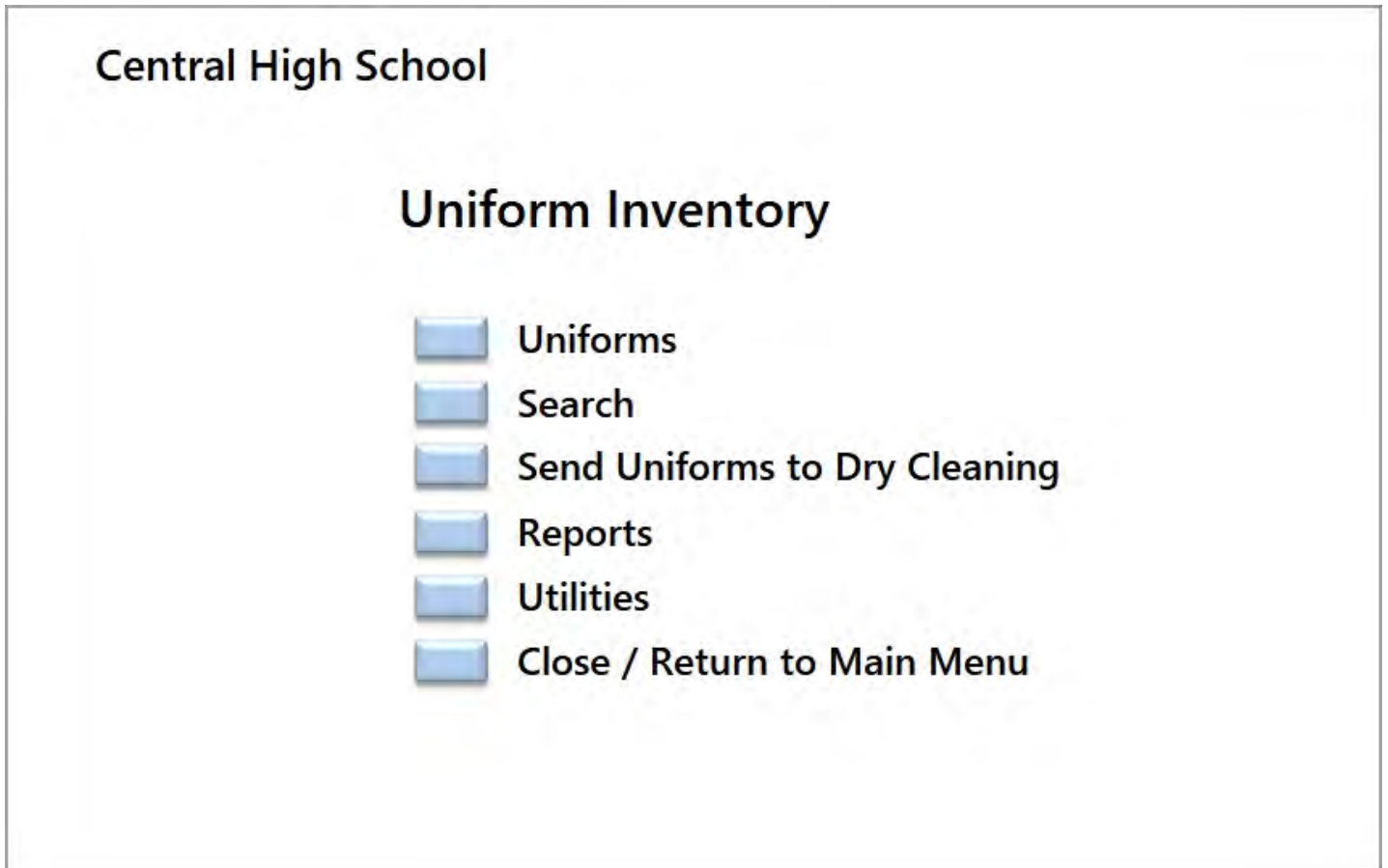
of Uniform Items: 3



Uniforms

Uniform Inventory

The Uniforms module is designed to help you add / edit / delete Uniform Records, Search for Uniforms, Assign Uniforms to Classes/Activities, Check-out to students and run Reports.



Click on the links below to see those screens and get more information on each feature.

[Uniform Screen](#)

[Search](#)

[Send Uniforms To Dry Cleaning](#)

[Reports](#)

[Utilities](#)

Uniform Screen

Uniform Screen

The Uniform screen has many fields to describe the uniform and several features ([Add Uniform](#), [Copy Uniform](#), etc). See a list of the features below with links to their pages in the User Guide.

The screenshot displays the 'Uniforms' screen for Central High School. The interface includes a search bar, navigation buttons (Add Uniform, Copy Uniform, Utilities, Save and Close, Print Uniform Record, View/Update All Uniforms Current Location, Refresh Lookups), and a 'Quick Start' button. The main form contains the following fields:

- Tag ID: 0004 (with a '#' icon)
- Uniform Name: Marching Band Jacket
- Description: Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. 'Botkins' on Sleeves. Back is black with gold sides and trim.
- Uniform Type: Jacket
- Category: Practice
- Multiple?
- Color: White
- Color Pattern: (empty)
- Fabric: Polyester
- Adult / Child: (empty)
- Size: 32 (S)
- Gender: (empty)
- Condition: Good
- Source: Stanbury
- Date Acquired: 1995
- Designer: Stanbury
- Cost: \$325.00
- Replacement Cost: \$350.00
- Rental Fee: \$0.00
- Cleaning Code: 2-Dry Clean Only
- Storage Location: Main Storage
- Details: Rack 1
- Notes: Has removable Trojans sash. Has matching pants

Below the form is an 'Activities' section with tabs for Measurements, Repairs/Alterations, Checkout History, Discard Notes, and Student Notes. A table lists activities:

Class	View
Marching Band	<input type="checkbox"/> View
*	<input type="checkbox"/> View

At the bottom, there are buttons for 'Delete Uniform', 'Discarded: ', 'Updated By: (empty)', and 'Date Added/Updated: 10/28/2017'. On the right side, there are two photo galleries. The top gallery shows a white marching band jacket with gold and black trim, with a 'BOTKINS' label. The bottom gallery shows a similar jacket with a 'TROJANS' sash. Both galleries have 'Image Controls' buttons: Load Photo, Zoom In, Zoom Out, Zoom Fit, Rotate, Full Screen, and Delete Photo.

Descriptive Fields for the Uniform

The Uniform Screen has many fields to describe the uniform plus 2 photos.

Tag ID: This is the unique number for this uniform. It matches the Tag ID that is attached to the uniform. The number is set when the uniform record is created. If you need to change the Tag ID, click on the "#" sign button next to the Tag ID Field. Click here for the [Change Tag ID](#) information.

Uniform Name: This is a descriptive name for the uniform.

Description: This is a longer description of the uniform and can contain information that is unique to this garment.

Uniform Type: This is a drop-down list for Uniform Type - such as Jacket, Bibber, Hat, etc.

Category: This is an optional field that can be used to classify different garments into groups - such as Practice, Performance, Rental, etc. You can enter any set of Categories in the Uniform Utilities screen.

Multiple?: This field is to indicate that you have many identical items with the same Tag ID. For example: If you have many identical bow-ties and don't want to put an individual tag ID on each one. You can assign one Tag ID to the box of bow-ties. You can still check them out to students/musicians but you can scan the label on the box with the Tag ID. Once you click the Multiple checkbox the Qty and Qty Available fields appear. In the example below there are 14 ties in the collection but one is checked out. There are 13 remaining ties.

Central High School

Uniforms

Search

Display Records Sorted by: Name ID

Add Uniform Copy Uniform Utilities Save and Close

Print Uniform Record View/Update All Uniforms Current Location Refresh Lookups

Tag ID: T001 Uniform Name: Black Bow Tie

Description: Pre-tied black satin bow tie

Current Location: Multiple Checkouts

Uniform Type: Tie Category: Performance Multiple? Qty: 14 Qty Avail: 13 Disposable?

Color: Black Color Pattern: Fabric: Polyester

Adult / Child: Adult Size: ONE SIZE Gender: Male Condition: Excellent

Source: Avant Men Date Acquired: 2017 Designer:

Cost: \$1.50 Replacement Cost: \$1.50 Rental Fee: \$0.00

Cleaning Code: 6-Spot Clean

Storage Location: Main Storage Details: Box 4

Notes: These tied are not inventoried separately. They all have the same #.

Image Controls: Load Photo Zoom In Zoom Out Zoom Fit Rotate Full Screen

There are reports for printing out lists of uniforms/accessories that are marked as 'Multiples'. See the Uniform Reports section. You can print a large tag with the Tag ID and the Barcode on it to put on the box/bin that holds the multiple items.



Disposable: Some very low value items - such as stockings or gloves may be something you provide your students but do not want them back after the performance. These items are marked as "Disposable". They can be checked out (so they appear on the checkout receipt) but are not expected to be returned.

Color: This field is for the primary color of the garment. This value can be searched on. It is a good idea to not add to many colors to the Colors list as it will make it hard to find things later. If you have choir dresses that are red, burgundy, dark red, etc they should all be classified as "Red". In the Description field you can put a more accurate

description. Many people have different ideas of what a color is so it is best to stick with the basic colors.

Color Pattern: This field is help describe any pattern - stripes, solids, etc.

Fabric: This is the main fabric of the garment.

Adult/Child: To help identify the size of the garment it is good to have it catagorized as Adult or Child.

Size: This is a basic description of the size - such as Large, Small, or for pants, 34/36 (34" waist, 36" inseam). You can put more details on the size in the "Measurements" tab below.

Gender: This is the gender for the garment - M / F / Unisex

Conditon: The condition can be Good, Poor, Fragile, etc.

Source: The source is the store/company you purchased the garment from.

Date Acquired: This will be approximate date (usually just the year) when the garment was purchased.

Designer / Label: The designer or label for the garment can help identify it.

Cost: This is the original cost of the garment.

Replacement Cost: This is what the school/organization would have to pay if they had to replace it. This value is included on the Checkout Receipt so the student will know what they will have to pay if the garment is damaged or lost.

Rental Fee: If you charge for your rentals - the amount goes here. This value can be discounted on the Checkout screen but this is the base amount to charge.

Cleaning Codes: You can select the cleaning code (Dry Clean, Machine wash, Do not wash, etc.) for the garment.

Storage Location: This is a 2 part field - you can have a main storage location and a detail location - such as "Warehouse" is the main storage location and "Rack 1" is the detail. You will enter the data for the storage locations and details on the Uniform Utilities screen.

Notes: The notes field is a large field to enter any additional notes you want to include for that garment.

The tabs near the bottom of the screen provide access to these features:

Activities Measurements Repairs/Alterations Checkout History Discard Notes Student Notes

Class Add New Activity ?

▶	Marching Band	✕	View
*		✕	View

Delete Uniform Discarded: Updated By: Date Added/Updated:

Activities/Classes

Uniforms, Instruments, Equipment and Students/Performers can be assigned to one or more specific classes or activities. The Classes / Activities tag on the Uniform screen allows you to list one or more Classes/Activities. On the example above this uniform is assigned to the Marching Band Class. More information and several reports available from the [Classes/Activities](#) screen.

Classes Search ◀ ▶ Add Record Utilities Refresh Save and Close

Reports Update Current Location:

Classes: Season / Year: Current: Quick Start

Director: Director Contact Info: Location:

Notes:

ID:

Uniforms Instruments Equipment People

Uniform/Tag ID	Uniform Name	Uniform Description	Uniform Type	Color	Size	Storage Location	
▶ 0001	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View ✕
0002	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View ✕
0003	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View ✕
0004	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View ✕
0005	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View ✕
0006	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View ✕
0007	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View ✕
0008	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View ✕
0009	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View ✕
0010	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View ✕
0011	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	36 (M)	Main Storage	View ✕
0013	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	36 (M)	Main Storage	View ✕
0014	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	36 (M)	Main Storage	View ✕

of Uniforms: 158 * = Item listed more than once

Delete Record

List Repairs / Alterations

You can mark a Uniform record as needs repair or needs alteration.

Needs Repair ?	Alterations ?	Description:	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Missing 2 buttons.	Zoom Print Repair Card
<input type="checkbox"/>	<input type="checkbox"/>		Zoom Print Repair Card

While either the Needs Repair or Alterations boxes are marked, the top of the screen will show 'Needs Repair' or 'Needs Alteration'.

Central High School

Uniforms **Needs Repair**

Tag ID: 0008 Uniform Name: Marching Band Jacket

Description: Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. 'Botkins' on Sleeves. Back is black with gold sides and trim.

Uniform Type: Jacket Category: Practice Multiple?

Color: White Color Pattern: Fabric: Polyester

Adult / Child: Size: 32 (S) Gender: Condition: Good

Source: Stanbury Date Acquired: 1995 Designer: Stanbury

Cost: \$325.00 Replacement Cost: \$350.00 Rental Fee: \$0.00

Cleaning Code: 2-Dry Clean Only

Storage Location: Main Storage Details: Rack 1

Notes: Has removable Trojans sash. Has matching pants

Current Location: Storage

Image Controls: Load Photo, Zoom In, Zoom Out, Zoom Fit, Rotate, Full Screen, Delete Photo

Needs Repair ?	Alterations ?	Description:	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Missing 2 buttons.	Zoom Print Repair Card
<input type="checkbox"/>	<input type="checkbox"/>		Zoom Print Repair Card

To help the person who is doing the repairs or alterations, you can print out a card with the description of the repairs/alterations needed. The card is designed for a 3" x 5" index card. The card can be pinned to the uniform or placed on the hanger (over the hook).

Central High School **Repairs / Alterations**

Marching Band Needs Repair:

Uniform: **Marching Band Jacket** Alteration:

Hanger Hole Tag #: 0008 

Missing 2 buttons.

Date Repaired: Repaired By: _____

Once the uniform is repaired the check mark can be removed and the "Needs Repair" note at the top of the screen will disappear.

[View Checkout History](#)

The history of everyone who has checked out this uniform can be seen on the Checkout History tab.

You can see in the example below that this jacket has been checked out twice and is still currently checked out. You can go to the Checkout Record by clicking on the "View Checkout" button.

Central High School

Uniforms

Search [N] [P] [R] [L]

Add Uniform Copy Uniform Utilities Save and Close

Display Records Sorted by: Name ID

Print Uniform Record View/ Update All Uniforms Current Location Refresh Lookups

Tag ID: 0003 # Uniform Name: **Marching Band Jacket**

Description: Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. 'Botkins' on Sleeves. Back is black with gold sides and trim.

Uniform Type: Jacket Category: Practice Multiple?

Color: White Color Pattern: Fabric: Polyester

Adult / Child: Size: 32 (S) Gender: Condition: Good

Source: Stanbury Date Acquired: 1995 Designer: Stanbury

Cost: \$325.00 Replacement Cost: \$350.00 Rental Fee: \$0.00

Cleaning Code: 2-Dry Clean Only

Storage Location: Main Storage Details: Rack 1

Notes: Has removable Trojans sash. Has matching pants

Current Location: Checked-Out

Quick Start

Image Controls: Load Photo Zoom In Zoom Out Zoom Fit Rotate Full Screen Delete Photo

C:\Uniform Inventory Resources\Uniform Photos\StanburyWhiteBlkYJck-Rs.jpg

Image Controls: Load Photo Zoom In Zoom Out Zoom Fit Rotate Full Screen Delete Photo


Activities Measurements Repairs/Alterations Checkout History Discard Notes Student Notes


Name:	Contact:	Check-Out Date:	Return Due Date:	Check-In Date:	Checked Out ?	
Margaret Messick	(855) 468-8247	11/10/2017	6/1/2018	5/19/2018	<input type="checkbox"/>	View Checkout
Susan Smith	(855) 468-8247	5/19/2018	6/21/2018		<input checked="" type="checkbox"/>	View Checkout
					<input type="checkbox"/>	View Checkout

Mark as Discarded

If a uniform is no longer usable but you want to keep a record of who checked it out or how long it was used, you can mark the uniform record as "Discarded". If you need to keep track of the value of the uniform (for the Accounting Office) you can also indicate it's value at the time of the Discard. There is a report for all Discards on the [Reports menu](#). When a uniform is marked as Discarded the Storage Location field is cleared.

Central High School

Uniforms DISCARDED 

Search  Add Uniform Copy Uniform Utilities Save and Close

Print Uniform Record View/ Update All Uniforms Current Location Refresh Lookups

Display Records Sorted by: Name ID

Tag ID: **0012** # **Uniform Name:** **Marching Band Jacket**

Description: Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. 'Botkins' on Sleeves. Back is black with gold sides and trim.

Uniform Type: Jacket Category: Practice Multiple?

Color: White Color Pattern: Fabric: Polyester

Adult / Child: Adult Size: 36 (M) Gender: Condition: Good

Source: Stanbury Date Acquired: 1995 Designer: Stanbury

Cost: \$325.00 Replacement Cost: \$350.00 Rental Fee: \$0.00

Cleaning Code: 2-Dry Clean Only


Storage Location: Main Storage Details: Rack 1

Notes: Include Notes on Checkout?

Activities Measurements Repairs/Alterations Checkout History Discard Notes Student Notes

Discarded: Discard Date: 5/19/2018 Value at time of Discard: \$10.00

Discard Notes: Too old to wear.

Current Location: 



 

Image Controls: Load Photo Zoom In Zoom Out Zoom Fit Rotate Full Screen Delete Photo

C:\Uniform Inventory Resources\Uniform Photos\StanburyWhiteBlk\Jck-Rs.jpg




Image Controls: Load Photo Zoom In Zoom Out Zoom Fit Rotate Full Screen Delete Photo

Student Notes

If you want to keep track of what a student should provide while wearing this uniform, you can list it here. Anything listed here will be included on the [Uniform Record](#) report.

Activities Measurements Repairs/Alterations Checkout History Discard Notes Student Notes

Items for Student/ Performer To Provide:

Features:

[Add Uniform](#)

[Copy Uniform](#)

[Delete Uniform](#)

[Change Tag ID](#)

[Print Uniform Record Report](#)

[Add / View / Delete Photo](#)

[Search for a Uniform](#)

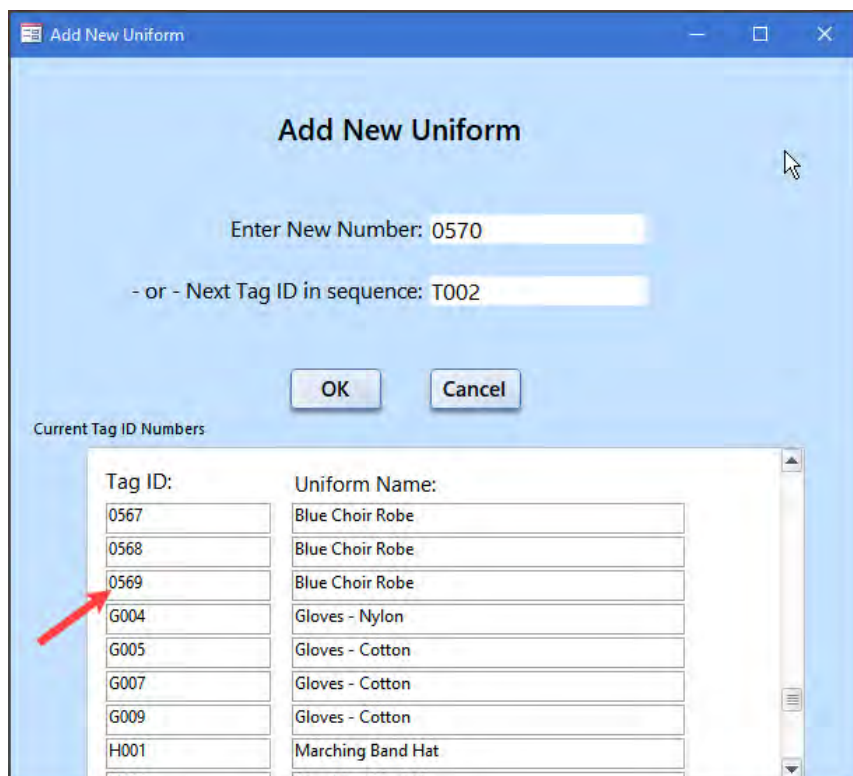
Go to Next / Previous record - Click on the arrows to move to the next or previous record - or - to the beginning or end of the list. Be aware that the list is stored based on the "Display Records Sorted by: (Name or ID)" buttons at the top of the screen (right below the "Search" button).

Display Records Sorted by: Name ID

Add Uniform

Add Uniform

To Add a new Uniform record - click on the Add Uniform button.



Tag ID:	Uniform Name:
0567	Blue Choir Robe
0568	Blue Choir Robe
0569	Blue Choir Robe
G004	Gloves - Nylon
G005	Gloves - Cotton
G007	Gloves - Cotton
G009	Gloves - Cotton
H001	Marching Band Hat

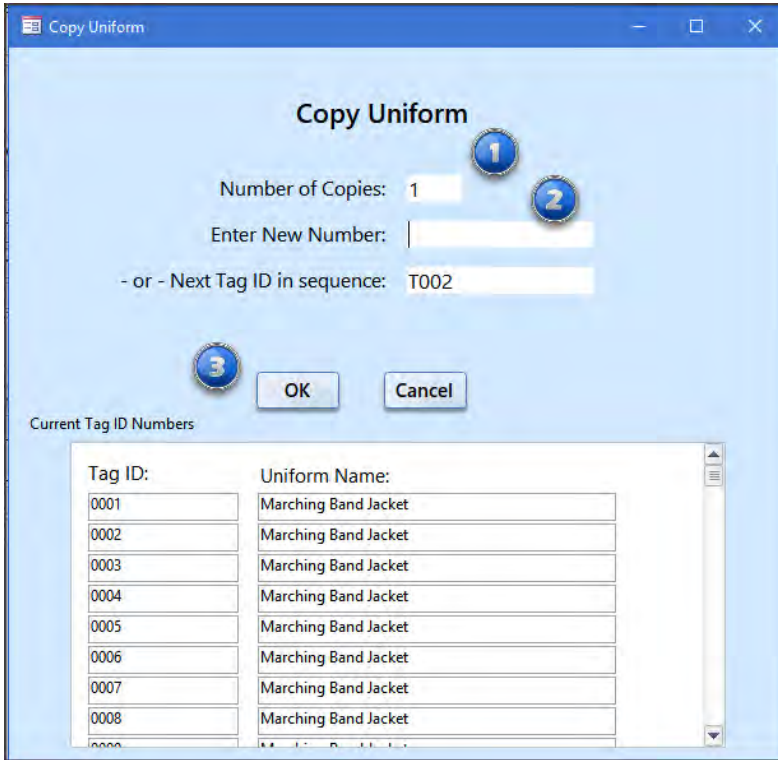
A few things to know about Tag ID's:

Each record in the Uniform table has to have a unique Tag ID. When a new record is added the program will check to see if that Tag ID has already been used. If so, you will get a message telling you to try a new number. The list of current Tag ID's allows you to review the Tag ID's that have already been added to the table.

The "Next Tag ID in sequence" shows what the next number would be if you went to the end of the list and added "1" to it. In the case above there are Tag IDs that are just numbers (i.e. 0569) and Tag IDs with letters in front of the numbers (i.e. G004 (Gloves), H001 (Hats), T001 (Ties), etc.)

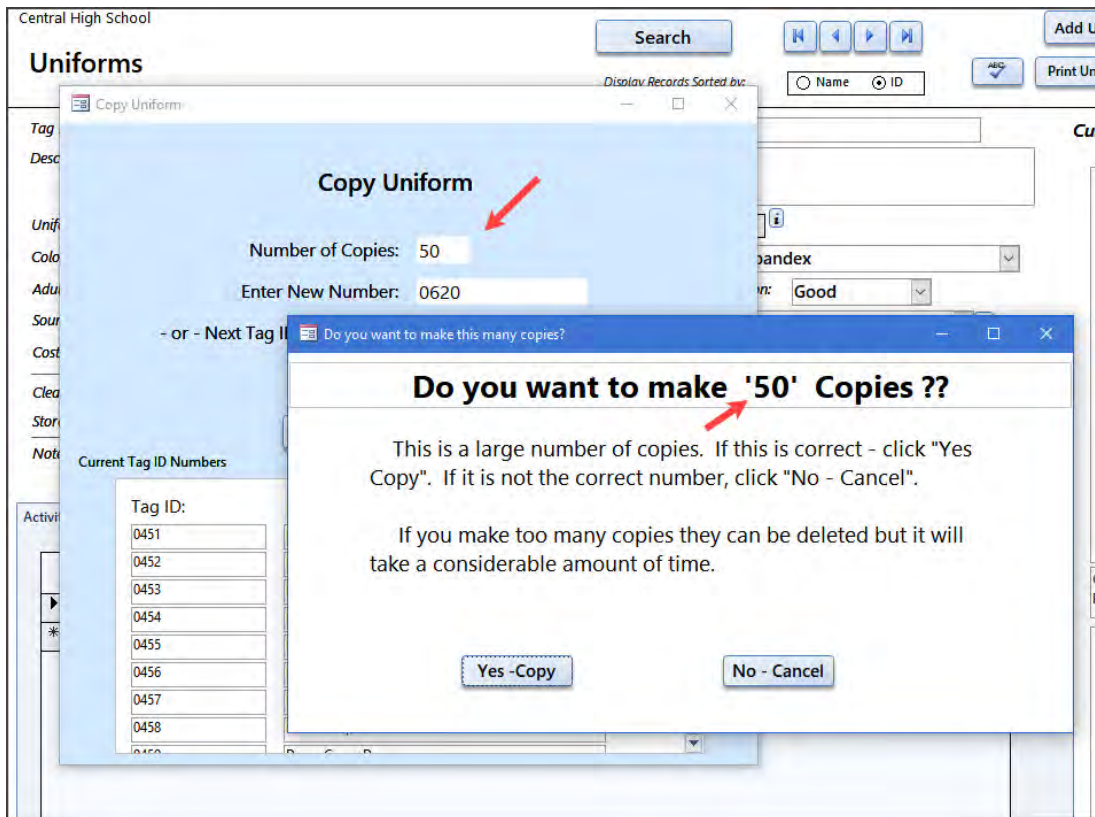
When a new Uniform record is added there are 2 options for the Tag ID: You can accept the next Tag ID in sequence (in this case T002) or enter the Tag ID for the next Uniform (0570). Once you have entered a new number or accepted the "Next Tag in sequence", click on OK.

The program will show a new screen with the Tag ID in place. The Current Location will have the default value of "Storage" and the Date Added/Updated will have today's date.

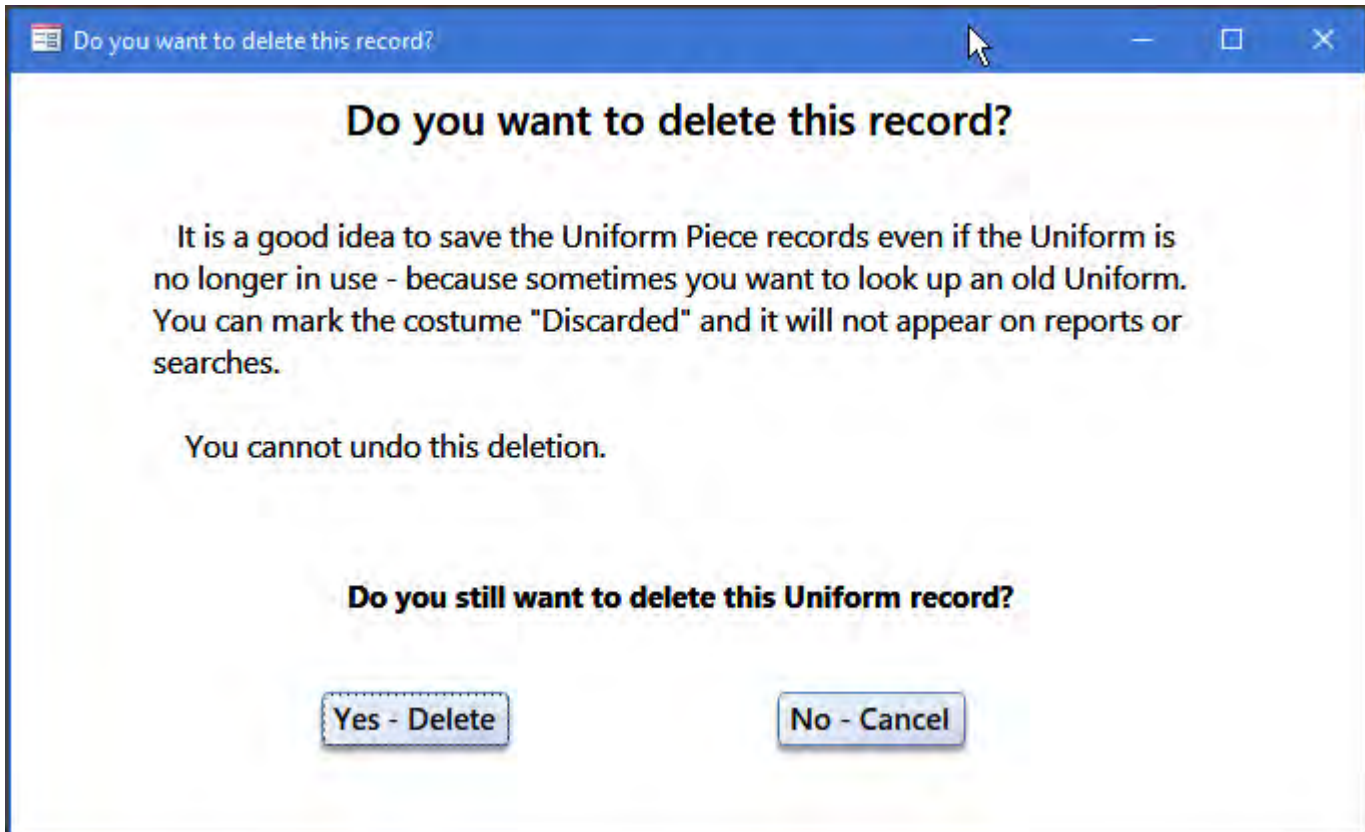


Enter the number of copies you want to create, confirm the starting number, and click OK. You can create as many as you want but the program will ask you to confirm if you want to create more than 25 copies.

In the case below the starting number will be 0620. The next record will be 0621, 0622, etc.



If you make too many copies you will need to delete the extras one at a time using the "[Delete Uniform](#)" function.



If you are not sure, then it is better to mark the record as Discarded (see the [Uniform Screen](#)). Discarded Uniform records will still be in the database but not included in the Search Results or in reports. The checkout history will be preserved.

Change Tag ID

Change Tag ID

Sometimes you may want to change a Tag ID. That is OK as long as there is no current record in the database with the new Tag ID.

The reasons you might want to change the Tag ID are:

You entered the wrong number - for example in this record you may have forgotten to put the "0" in front (620 instead of 0620).

The actual inventory tag might have been lost so you are putting in a new tag

You want to keep a group of uniforms in sequence

Click on the "#" button next to the Tag ID field. Enter the New Tag # and click "Yes Change".

The screenshot shows a software interface for 'Uniforms' at 'Central High School'. The main window displays a record for a 'Drum Corps Dress' with a Tag ID of 620. A dialog box titled 'Do you want to change this Uniform / Tag ID ?' is open, showing the 'Original Tag #' as 620 and the 'New Tag #' as 0620. A red arrow points to the 'New Tag #' field. The dialog box contains the following text:

Do you want to change this Uniform / Tag ID ?

Original Tag # 620 New Tag #: 0620

Are you sure you want to change this Uniform / Tag ID?

1) If an inventory tag is already sewn or ironed in the costume then it will have to be changed as well.

2) The Sorting Key will need to be updated. Go to the Utilities to "Update the Sorting Key" for all records (this will take a few minutes.)

Do you still want to change this ID ?

Yes - Change No - Cancel

The background interface shows fields for Tag ID, Uniform Name, Description, Uniform Type, Color, Adult/Child, Source, Cost, Cleaning Code, Storage Location, and Notes. There are also buttons for Search, navigation, and sorting options.

Uniform Record Report

Uniform Record Report

You can print a single page report for each uniform in the database. All the fields and both pictures are listed.

Central High School
Marching Band Jacket

Tag ID: Name:

Description:



Uniform Type: Category:

Color: Color /Pattern:

Fabric: Multiple: Qty: Disposable

Adult/Child: Size: M/F:

Costume Designer:

Source: Date Acquired:

Cost: Replacement Cost:

Rental Fee: Condition:

Cleaning Code:

Storage Location:

Current Location:

Performer To Provide:

Notes:



Measurements: Chest: Waist: Hips: Girth: Neck:

Shoulder to Shoulder: Sleeves:

Neck-to-Waist: Waist-to-Hem: Waist-To-Floor:

Hat Circumference: Inseam: Outseam: Shoe Size:

Commercial Dress Size:

Photo File Names:

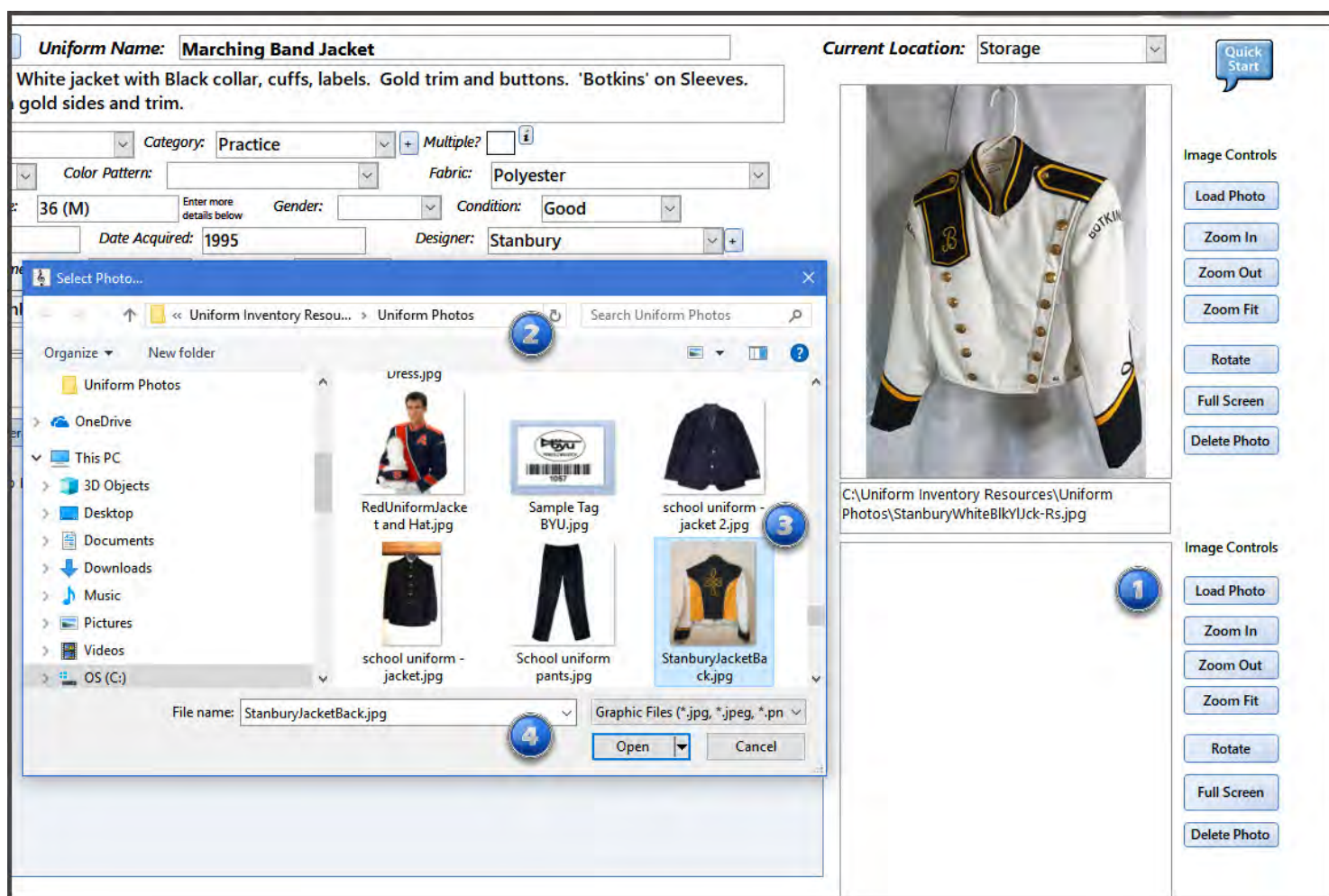
Photos - Add / View / Delete

Photos - Add / View / Delete

1) To **Add (Load) a photo** to a Uniform record :

- 1) Click on the "Load Photo" button
- 2) The "Select Photo" dialog box will open. The folder that was designated in the Utilities / Set Path feature will be the one opened.
- 3) Select the photo you want
- 4) Click "Open"

The path to the photo will be displayed beneath the photo.



2) There are 3 ways to **View the photo** larger:

- 1) Click on the "Zoom In" button to view the image larger in the current image space
- 2) Click on the "Full Screen" button to see the image in the a large screen. Within this screen you can also zoom in / zoom out.
- 3) 'Double-click' on the image to have it open in a large format

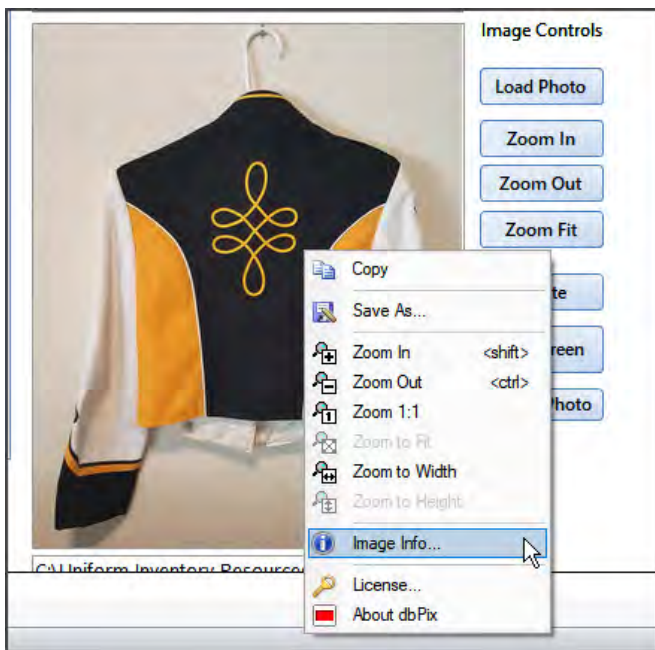
3) To **Delete the Photo** - Click on the "Delete Photo" button

Issues with photos:

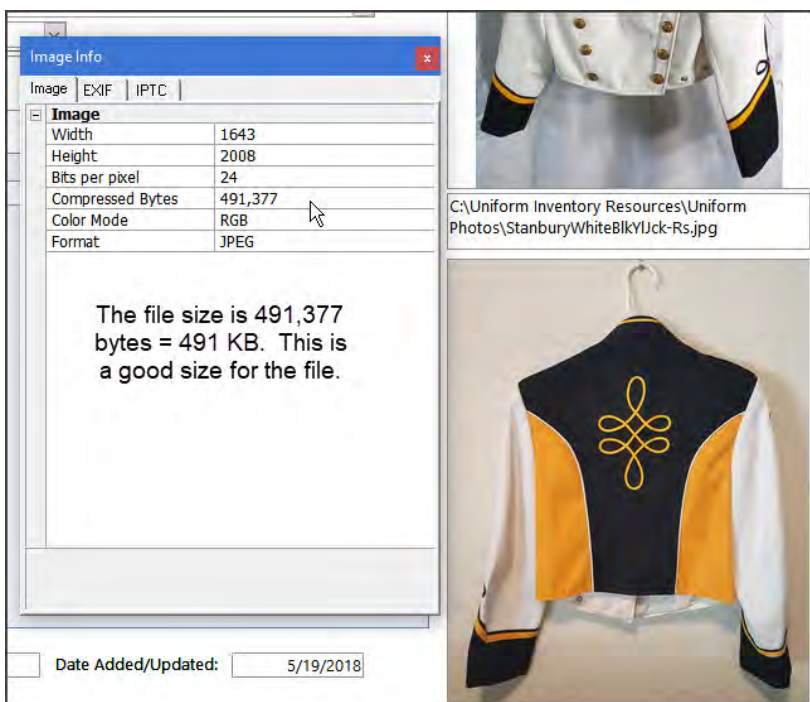
1) File Size of the photos:

Most photos come off a camera or phone at 2 - 5 MB in size. While this is a great resolution for the photo it will be too big a file size for the program to handle when the program is trying to display many photos at one time - such as in a Photo Gallery. The photos need to have their file size reduced to 500 kb or so. To reduce the file size I recommend a program called FastStoneResizer (look for it on the internet). There is a Resource Guide on website in the [Support/Resource Guides](#) section which gives more information and instructions on how to reduce the file size of a group of photos.

To see the file size of a photo - 'right-click' on the photo and select "Image Info"



You can see that the file size of the photo is 491,377 bytes = 491 kb. This is a good size for the file. Remember you would like your photos to be 200 - 700 kb in size.



2) Orientation of photos.

Many photos will come off a camera with a different orientation than you want. The photos will need to be Rotated. This a common problem and somewhat confusing. Sometimes when you see a photo in the folder of photos it will look correct but when you load the photo it will be sideways. Once again, FastStoneResizer has a function to let you rotate the photos. Be aware that you can rotate the photos 90 degrees once and they will be rotated 180 degrees. Then you can rotate them again, 90 degress the other way and then they will be fine. The orientation of photos is not consistant between cameras and phones so photos you take with your camera may be fine and those with your phone will be sideways or visa versa.



=====>>>



Search

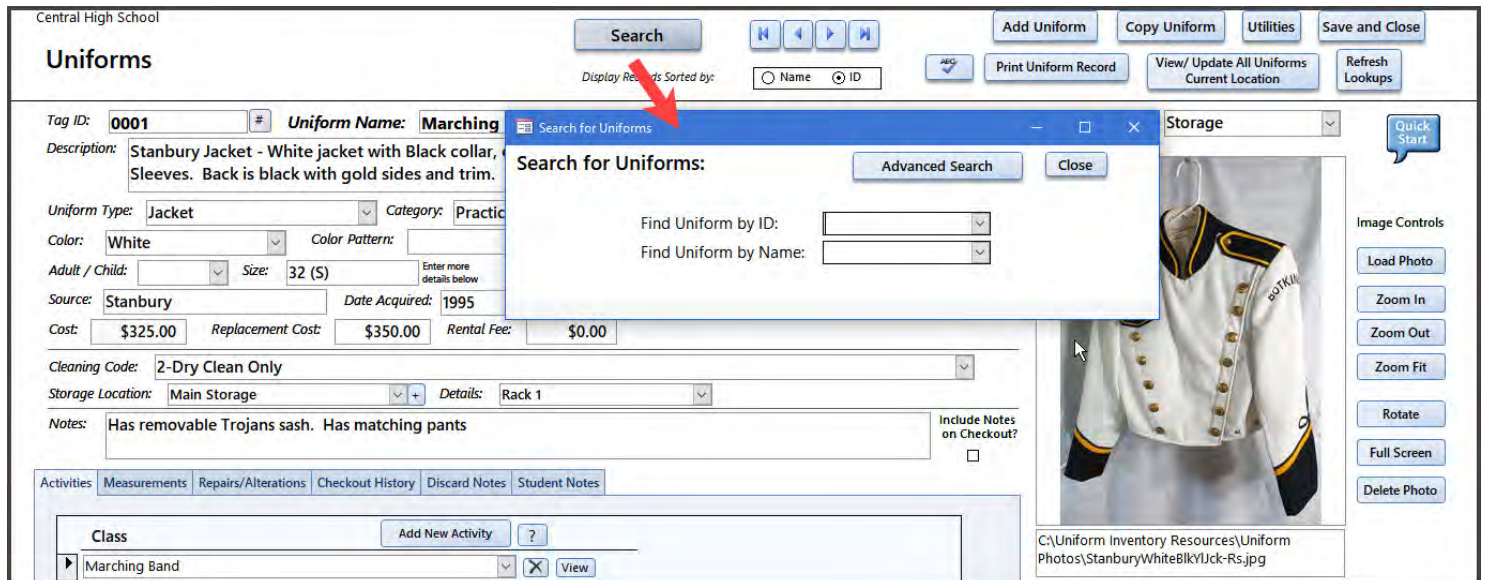
Search for Uniforms:



There are three ways to search for one or more uniforms:

1) On the Uniform screen, select the "Search" button.

You will have the option to search by Tag ID or Name. This allows you to search for one specific uniform record.



2) Search by record values. On the "Search for Uniforms" Menu you can search "Search for Uniforms".

Search for Uniforms Clear All Close

Select one or more criteria to search for a uniform piece View Search Results 2

Uniform Name *: Exact Match ?

Description *:

Uniform Type: 1

Category:

Color:

Color Pattern:

Fabric:

Condition:

Adult / Child:

Size *: Exact Match ?

Gender:

Designer:

Source *:

Storage Location:

Storage Location Details:

Current Location:

Date Uniform Record Added : Between: and

- 1) Enter one or more values in the criteria fields.
- 2) Click on the Search Results screen.

To search for all "Jackets" in size "32" you would enter these values. Click on the "View Search Results" button to see the records that are found.

Search for Uniforms

Select one or more criteria to search for a uniform piece

Uniform Name *: Exact Match ?

Description *:

Uniform Type:

Category:

Color:

Color Pattern:

Fabric:

Condition:

Adult / Child:

Size *: Exact Match ?

Gender:

Designer:

Source *:

Storage Location:

Storage Location Details:

Current Location:

Date Uniform Record Added : Between: and

The Search Results would show you:

3
4
5
6
7
8
9

Search Results

Uniforms Found:

2
1

Search for: Costume type = Jacket, Size = 32,











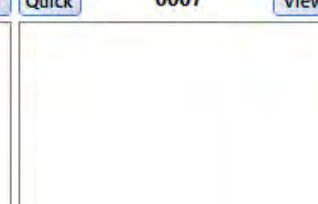
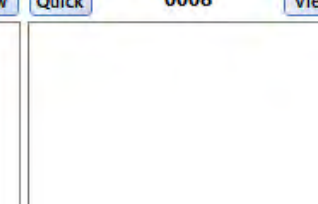

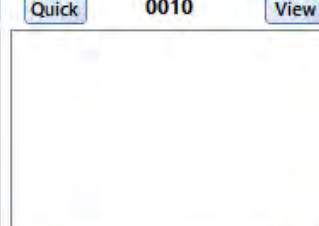
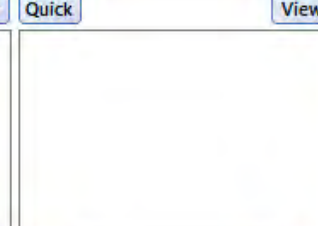
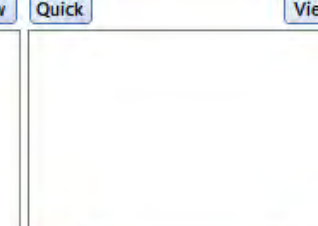
Tag ID:
Uniform Name:
Description:
Uniform Type:
Adult /Child:
Size:
Color:
Storage Location:
Class:

Tag ID	Uniform Name	Description	Uniform Type	Adult /Child	Size	Color	Storage Location	Class	View
0001	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<input type="button" value="View"/>
0002	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<input type="button" value="View"/>
0003	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<input type="button" value="View"/>
0004	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<input type="button" value="View"/>
0005	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<input type="button" value="View"/>
0006	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<input type="button" value="View"/>
0007	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<input type="button" value="View"/>
0008	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<input type="button" value="View"/>
0009	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<input type="button" value="View"/>
0010	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<input type="button" value="View"/>
*									<input type="button" value="View"/>

- 1) You will see a list of all the records that match the search criteria. To view a specific record - click on the View button.
- 2) The Search Criteria is listed here and will print on the top of the reports.
- 3) The number of records found is shown here.
- 4) A Photo Gallery is a screen that shows all the photos of the records that are found.

Search Results - Photos → Dbl-Click image to Zoom Print Close

Page 1 of 1 Prev Next # of Records:

			
Quick 0001 View	Quick 0002 View	Quick 0003 View	Quick 0004 View
			
Quick 0005 View	Quick 0006 View	Quick 0007 View	Quick 0008 View
			
Quick 0009 View	Quick 0010 View	Quick View	Quick View
			
Quick View	Quick View	Quick View	Quick View

To see an image in a larger screen, double click on the image.

To print a report of the Photo Gallery, click on the "Print" button.

To view a specific record, click on the "View" button below the photo. The Tag ID is displayed below the image.

5) List: This list of the records found with several details listed.

Central High School

Uniform Search Results

Search for: Costume type = Jacket, Size = '32'

Tag ID:	Uniform Name:	Uniform Type:	Color:	Category:	Adult or Child:	Size:	Needs Repair	Current Location:	Storage Location:	Class
0001	Marching Band Jacket	Jacket	White	Practice		32 (S)	<input type="checkbox"/>	Storage	Main Storage Rack 1	Marching Band
0002	Marching Band Jacket	Jacket	White	Practice		32 (S)	<input type="checkbox"/>	Checked-In	Main Storage Rack 1	Marching Band
0003	Marching Band Jacket	Jacket	White	Practice		32 (S)	<input type="checkbox"/>	Checked-In	Main Storage Rack 1	Marching Band
0004	Marching Band Jacket	Jacket	White	Practice		32 (S)	<input type="checkbox"/>	Checked-In	Main Storage Rack 1	Marching Band
0005	Marching Band Jacket	Jacket	White	Practice		32 (S)	<input type="checkbox"/>	Storage	Main Storage Rack 1	Marching Band
0006	Marching Band Jacket	Jacket	White	Practice		32 (S)	<input type="checkbox"/>	Storage	Main Storage Rack 1	Marching Band
0007	Marching Band Jacket	Jacket	White	Practice		32 (S)	<input type="checkbox"/>	Storage	Main Storage Rack 1	Marching Band
0008	Marching Band Jacket	Jacket	White	Practice		32 (S)	<input type="checkbox"/>	Storage	Main Storage Rack 1	Marching Band
0009	Marching Band Jacket	Jacket	White	Practice		32 (S)	<input type="checkbox"/>	Storage	Main Storage Rack 1	Marching Band
0010	Marching Band Jacket	Jacket	White	Practice		32 (S)	<input type="checkbox"/>	Storage	Main Storage Rack 1	Marching Band

Total # Of Uniforms: 10

6) Results with Photos

Central High School

Uniform Search Results

Search for: Costume type = Jacket, Size = '32'

Tag ID:	Uniform Name:	Uniform Type:	Color:	Size:	
0001	Marching Band Jacket	Jacket	White	32 (S)	
<i>Description:</i> Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. "Botkins" on Sleeves. Back is black with gold sides and trim.					
<i>Category:</i> Practice <input type="checkbox"/> <i>Adult or Child:</i> <input type="checkbox"/> <i>Needs Repair:</i> <input type="checkbox"/>					
<i>Source:</i> Stanbury <i>Date Acquired:</i> 1995					
<i>Storage Location:</i> Main Storage Rack 1 <i>Current Location:</i> Storage					
0002	Marching Band Jacket	Jacket	White	32 (S)	
<i>Description:</i> Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. 'Botkins' on Sleeves. Back is black with gold sides and trim.					
<i>Category:</i> Practice <input type="checkbox"/> <i>Adult or Child:</i> <input type="checkbox"/> <i>Needs Repair:</i> <input checked="" type="checkbox"/>					
<i>Source:</i> Stanbury <i>Date Acquired:</i> 1995					
<i>Storage Location:</i> Main Storage Rack 1 <i>Current Location:</i> Checked-In					
0003	Marching Band Jacket	Jacket	White	32 (S)	
<i>Description:</i> Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. 'Botkins' on Sleeves. Back is black with gold sides and trim.					
<i>Category:</i> Practice <input type="checkbox"/> <i>Adult or Child:</i> <input type="checkbox"/> <i>Needs Repair:</i> <input checked="" type="checkbox"/>					
<i>Source:</i> Stanbury <i>Date Acquired:</i> 1995					
<i>Storage Location:</i> Main Storage Rack 1 <i>Current Location:</i> Checked-In					
0004	Marching Band Jacket	Jacket	White	32 (S)	
<i>Description:</i> Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. 'Botkins' on Sleeves. Back is black with gold sides and trim.					
<i>Category:</i> Practice <input type="checkbox"/> <i>Adult or Child:</i> <input type="checkbox"/> <i>Needs Repair:</i> <input checked="" type="checkbox"/>					
<i>Source:</i> Stanbury <i>Date Acquired:</i> 1995					
<i>Storage Location:</i> Main Storage Rack 1 <i>Current Location:</i> Checked-In					

7) Search Results Summary

If you have many records in the Search Results that are almost identical (except for the Tag ID) you can print a shorter report that groups all the 'like' uniforms together.

Central High School

Uniform Search Results Summary

Search for: Costume type = Jacket, Size = '32'



Tag ID:	Uniform Name:	Uniform Type:	Color:
< Multiple >	Marching Band Jacket	Jacket	White
<i>Description:</i> Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. "Botkins" on Sleeves. Back is black with gold sides and trim.			
<i>Category:</i>	Practice	<i>M/F:</i> ___	<i>Adult/Child:</i> ___
<i>Date Acquired:</i>	1995		
<i>Storage Location:</i>	Main Storage Rack 1	<i>Current Location:</i>	Storage
<i>Fabric:</i>	Polyester	<i>Cleaning Code:</i>	2-Dry Clean Only
<i># of Uniforms:</i>	10		



Total # Of Uniforms: 10

Tag ID = see the word "Multiple" for the tag id. If there are many that are identical it will not show the Tag ID's # of Uniforms - this will count all the uniforms in this group. In the case of the report above - there are 10 identical records.

8) Results on Box Labels: If you are storing some of your uniforms in garment bags or your hats in boxes and want to see the Tag ID on the outside of the bag/box - you can print a "Box Label".

Search Results # Uniforms Found: [Photo Gallery](#) [Print Results](#) [Print Results with Photos](#) [Print Results Summary](#) [Results on Box Labels](#) [More Results Reports](#) [Close](#)

Search for: Costume type = Jacket, Size = '32'

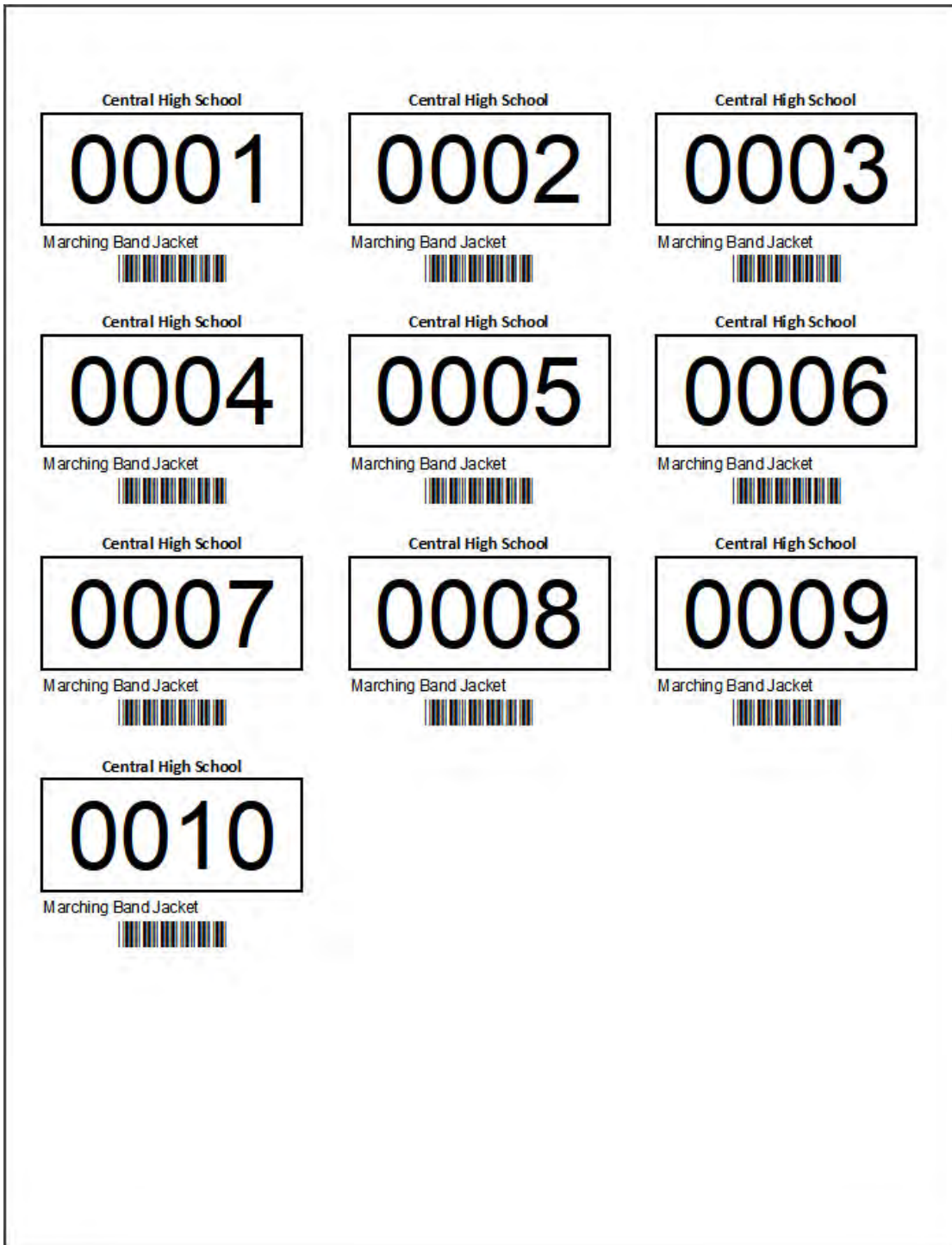
Tag ID:	Uniform Name:	Description:	Uniform Type:	Adult /Child:	Size:	Color:	Storage Location:	Class	
0001	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	View
0002	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	View
0003	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	View
0004	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	View
0005	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	View
0006	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	View
0007	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	View
0008	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	View
0009	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	View
0010	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	View
*									View

Music Dept Inventory Database

These labels print on Avery #6572 Permanent Labels 2" x 2 5/8" labels, 15 labels per sheet.

[OK](#)

The Box Labels are formatted to Avery #6572 (2" x 2 5/8") / 15 labels per page. (These are very durable, sticky labels that will stay on many surfaces.)



9) More Search Results - here are a few more ways to view / report the results of a search.

More Search Result Reports / Labels Close

Results on Business Cards

Storage Report

Location By ID

Use Avery Business Card Stock (8371 or similar) or Uline Adhesive Labels (S-6944) The Business cards and ULine Adhesive labels will fit on the #5 Shipping label - to be used as a Hang Tag.

a. Results on Business Cards

The Search Results can be printed with a photo on business cards (Avery 8371) or on labels (Uline S-6944). These can be used on Hang Tags (Avery Shipping Tags #5 - 4 3/4" x 2 3/8") to hang off a garment.

Each business card has the Tag ID, Name, Description, Size (plus Chest and Waist), the Activity/Class the uniform is assigned to and the Storage Location.

0001
Marching Band Jacket

Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim
SIZE: 32 (S) C: 32 W: 30

Marching Band

Storage: Main Storage-Rack 1



0006
Marching Band Jacket

Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim
SIZE: 32 (S) C: 32 W: 30

Marching Band

Storage: Main Storage-Rack 1



0002
Marching Band Jacket

Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim
SIZE: 32 (S) C: 32 W: 30

Marching Band

Storage: Main Storage-Rack 1



0007
Marching Band Jacket

Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim
SIZE: 32 (S) C: 32 W: 30

Marching Band

Storage: Main Storage-Rack 1



0003
Marching Band Jacket

Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim
SIZE: 32 (S) C: 32 W: 30

Marching Band

Storage: Main Storage-Rack 1



0008
Marching Band Jacket

Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim
SIZE: 32 (S) C: 32 W: 30

Marching Band

Storage: Main Storage-Rack 1



0004
Marching Band Jacket

Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim
SIZE: 32 (S) C: 32 W: 30

Marching Band

Storage: Main Storage-Rack 1



0009
Marching Band Jacket

Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim
SIZE: 32 (S) C: 32 W: 30

Marching Band

Storage: Main Storage-Rack 1



0005
Marching Band Jacket

Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim
SIZE: 32 (S) C: 32 W: 30

Marching Band

Storage: Main Storage-Rack 1



0010
Marching Band Jacket

Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim
SIZE: 32 (S) C: 32 W: 30

Marching Band

Storage: Main Storage-Rack 1



Central High School

List of Uniforms - By Storage Location

Search for: Costume type = Jacket, Size = '32'

Main Storage

Tag ID:	Uniform Name:	Uniform Type:	Color:	Adult or Child:	Size:	Storage Location Details:
0001	Marching Band Jacket	Jacket	White		32 (S)	Rack 1
0002	Marching Band Jacket	Jacket	White		32 (S)	Rack 1
0003	Marching Band Jacket	Jacket	White		32 (S)	Rack 1
0004	Marching Band Jacket	Jacket	White		32 (S)	Rack 1
0005	Marching Band Jacket	Jacket	White		32 (S)	Rack 1
0006	Marching Band Jacket	Jacket	White		32 (S)	Rack 1
0007	Marching Band Jacket	Jacket	White		32 (S)	Rack 1
0008	Marching Band Jacket	Jacket	White		32 (S)	Rack 1
0009	Marching Band Jacket	Jacket	White		32 (S)	Rack 1
0010	Marching Band Jacket	Jacket	White		32 (S)	Rack 1

Total# Of Uniforms: 10



c. Search Results by ID with Storage Location listed.

Central High School
List of Uniforms - By Tag ID

Search for: Costume type = Jacket, Size = '32'

Tag ID:	Uniform Name:	Uniform Type:	Color:	Adult or child:	Size:	Storage Location / Details:
0001	Marching Band Jacket	Jacket	White		32 (S)	Main Storage Rack 1
0002	Marching Band Jacket	Jacket	White		32 (S)	Main Storage Rack 1
0003	Marching Band Jacket	Jacket	White		32 (S)	Main Storage Rack 1
0004	Marching Band Jacket	Jacket	White		32 (S)	Main Storage Rack 1
0005	Marching Band Jacket	Jacket	White		32 (S)	Main Storage Rack 1
0006	Marching Band Jacket	Jacket	White		32 (S)	Main Storage Rack 1
0007	Marching Band Jacket	Jacket	White		32 (S)	Main Storage Rack 1
0008	Marching Band Jacket	Jacket	White		32 (S)	Main Storage Rack 1
0009	Marching Band Jacket	Jacket	White		32 (S)	Main Storage Rack 1
0010	Marching Band Jacket	Jacket	White		32 (S)	Main Storage Rack 1

Total # Of Uniforms: 10

3) Search for multiple records by Tag ID

Search / Select Uniform Records by Tag ID Close

Select one or more records to view in the Search Results screen and print Reports.

You may select a Tag ID off the list or use a Barcode Scanner to enter the ID:

Please select all the Uniforms to be viewed and click "Search Results" **View Search Results**

Uniform/Tag ID:	Uniform Name:	Select:
0001	Marching Band Jacket	<input checked="" type="checkbox"/>
0002	Marching Band Jacket	<input checked="" type="checkbox"/>
0003	Marching Band Jacket	<input checked="" type="checkbox"/>
0004	Marching Band Jacket	<input checked="" type="checkbox"/>
0005	Marching Band Jacket	<input type="checkbox"/>
0006	Marching Band Jacket	<input type="checkbox"/>
0007	Marching Band Jacket	<input type="checkbox"/>
0008	Marching Band Jacket	<input type="checkbox"/>
0009	Marching Band Jacket	<input checked="" type="checkbox"/>
0010	Marching Band Jacket	<input checked="" type="checkbox"/>
0011	Marching Band Jacket	<input type="checkbox"/>
0012	Marching Band Jacket	<input type="checkbox"/>
0013	Marching Band Jacket	<input type="checkbox"/>
0014	Marching Band Jacket	<input type="checkbox"/>
0015	Marching Band Jacket	<input type="checkbox"/>
0016	Marching Band Jacket	<input type="checkbox"/>
0017	Marching Band Jacket	<input type="checkbox"/>
0018	Marching Band Jacket	<input type="checkbox"/>
0019	Marching Band Jacket	<input type="checkbox"/>

of Uniforms Selected: **6**

- 1) Select one or more Uniform records from the drop-down list, or scan a Tag ID with the barcode scanner
- 2) Or - click on the "Select" check box to select a record. Only records that are 'checked' will be included in the search
- 3) The number of records selected will be displayed at the bottom of the form.
- 4) Click on the View Search Results to see the results.

Search Results:

Search Results for Selected Uniforms

of Selected Items:

Photo Gallery Print Results Print Results with Photos Print Results Summary Results on Box Labels Results on Business Cards Storage Report Close

Tag ID:	Uniform Name:	Description:	Uniform Type:	Adult /Child:	Size:	Color:	Current Location:	Storage Location:	
0001	Marching Band Jacket	Stanbury Jacket - White jacket	Jacket		32 (S)	White	Storage	Main Storage - Rack 1	View
0002	Marching Band Jacket	Stanbury Jacket - White jacket	Jacket		32 (S)	White	Checked-In	Main Storage - Rack 1	View
0003	Marching Band Jacket	Stanbury Jacket - White jacket	Jacket		32 (S)	White	Checked-In	Main Storage - Rack 1	View
0004	Marching Band Jacket	Stanbury Jacket - White jacket	Jacket		32 (S)	White	Checked-In	Main Storage - Rack 1	View
0009	Marching Band Jacket	Stanbury Jacket - White jacket	Jacket		32 (S)	White	Storage	Main Storage - Rack 1	View
0010	Marching Band Jacket	Stanbury Jacket - White jacket	Jacket		32 (S)	White	Storage	Main Storage - Rack 1	View
*									View

- 1) This is the list of Uniform Records selected. Click on the "View" button to see an individual record.
- 2) This is the count of the number of records selected.
- 3) You may sort the display of the records by clicking on the small blue arrows about the fields.
- 4 - 9 - These are the reports for the results. Look at the report samples above.

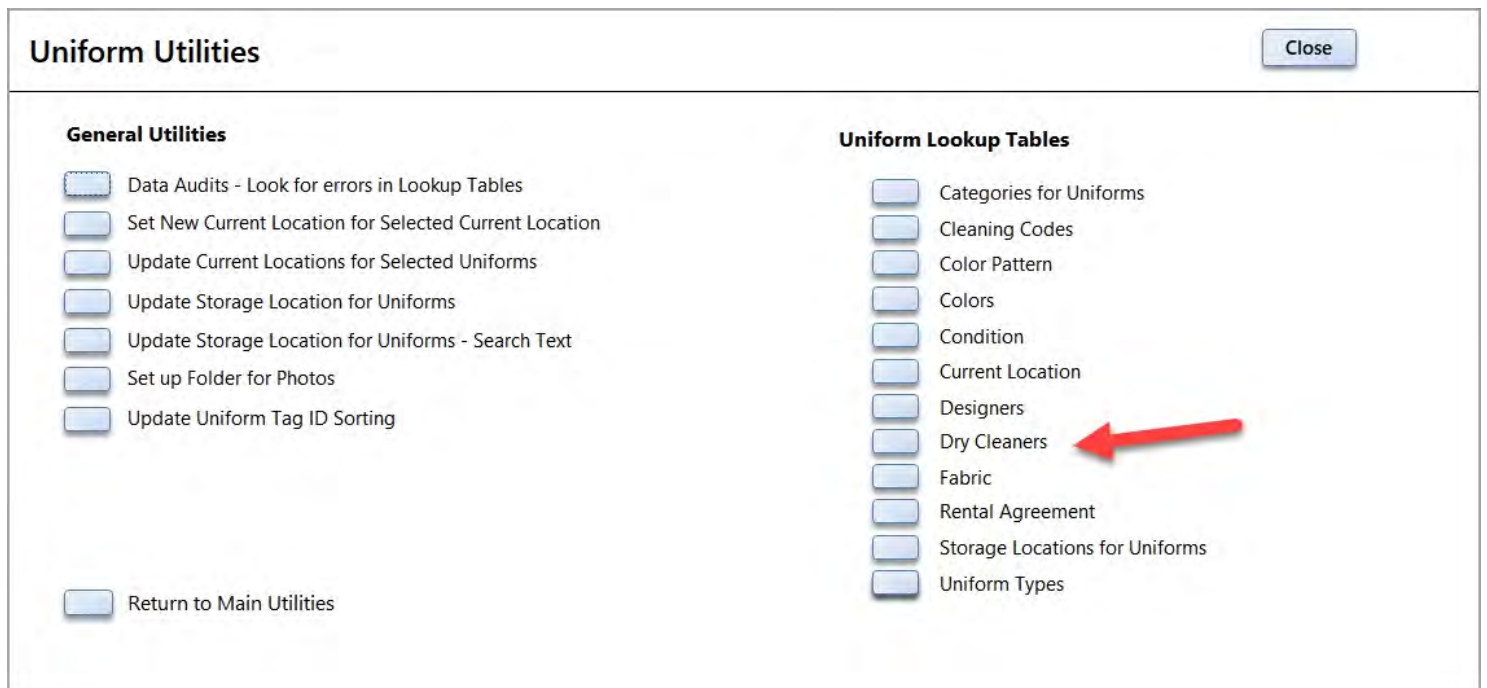
Send Uniforms To DryCleaning

Send Uniforms to Dry Cleaning

You can 'check out' uniforms to go to the Dry Cleaners in much the same way as you check out uniforms to students and performers.



You can create a record for each Dry Cleaner or cleaning company you use from the Uniform Utilities menu.



Create a record for each cleaner with their contact information. Once uniforms are checked out you will see the list of everything that has gone out and with the items still 'out' at the top of the list.

Dry Cleaners Search

Dry Cleaner Name: Contact Name: Phone: Fax:

Address: City: State: Zip/Postal Code:

E-Mail: WebSite:

Notes:

Order #	Check-Out Date	Return Due Date	Check-In Date	Tag ID	Name / Description	Uniform Type	Color	Size	
1	7/14/2018	7/31/2018		0014	Marching Band Jacket Stanbury Jacket - Whit	Jacket	White	36 (M)	<input type="button" value="View"/>
6	7/18/2018	7/31/2018		0009	Marching Band Jacket Stanbury Jacket - Whit	Jacket	White	32 (S)	<input type="button" value="View"/>
6	7/18/2018	7/31/2018		0010	Marching Band Jacket Stanbury Jacket - Whit	Jacket	White	32 (S)	<input type="button" value="View"/>
6	7/18/2018	7/31/2018		0011	Marching Band Jacket Stanbury Jacket - Whit	Jacket	White	36 (M)	<input type="button" value="View"/>
3	7/14/2018	8/8/2018	7/14/2018	0006	Marching Band Jacket Stanbury Jacket - Whit	Jacket	White	32 (S)	<input type="button" value="View"/>
3	7/14/2018	8/8/2018	7/14/2018	0007	Marching Band Jacket Stanbury Jacket - Whit	Jacket	White	32 (S)	<input type="button" value="View"/>
3	7/14/2018	8/8/2018	7/14/2018	0008	Marching Band Jacket Stanbury Jacket - Whit	Jacket	White	32 (S)	<input type="button" value="View"/>
3	7/14/2018	8/8/2018	7/15/2018	0009	Marching Band Jacket Stanbury Jacket - Whit	Jacket	White	32 (S)	<input type="button" value="View"/>
3	7/14/2018	8/8/2018	7/15/2018	0011	Marching Band Jacket Stanbury Jacket - Whit	Jacket	White	36 (M)	<input type="button" value="View"/>
1	7/14/2018	7/31/2018	7/15/2018	0019	Marching Band Jacket Stanbury Jacket - Whit	Jacket	White	36 (M)	<input type="button" value="View"/>
1	7/14/2018	7/31/2018	7/15/2018	0093	Black Band Pants Black pants with white strip	Pants	Black	34, 38	<input type="button" value="View"/>

of Items Still at Cleaner:

To Send things to the Dry Cleaner: Select the "Sent Uniforms to Dry Cleaning" from the Uniform menu.

- 1) Click on "New Dry Cleaning Order".
- 2) Select the Dry Cleaner name from the drop-down list.
- 3) Enter the Return Due Date
- 4) Select the Uniform ID off the Tag ID# drop-down list or scan the uniform tag with the barcode reader.
- 4) When you are finished entering Uniforms, click on the "Print List" to see a list of everything that has been scanned.

Dry Cleaning Orders Find Existing Dry Cleaning Record:

Select Dry Cleaner: **Swanson's Cleaners - 530-753-7874** Order #: Is the order Complete?

Date Uniform Items Out: * Return Due Date:

Staff: Check-Out Comments: Include Comments on List

Notes: Include Notes on List

Select Uniform Items # Items Still Out:

Tag ID #	Item / Color	Date to Cleaners*	Return Due Date	Date Returned*		
0007	Marching Band Jacket - White - 32 (S)	7/14/2018	7/31/2018		View Garment	Remove Garment from List
		Comments to Cleaner: Loose Button				
0009	Marching Band Jacket - White - 32 (S)	7/14/2018	7/31/2018		View Garment	Remove Garment from List
		Comments to Cleaner:				
0010	Marching Band Jacket - White - 32 (S)	7/14/2018	7/31/2018		View Garment	Remove Garment from List
		Comments to Cleaner:				
0013	Marching Band Jacket - White - 36 (M)	7/14/2018	7/31/2018		View Garment	Remove Garment from List
		Comments to Cleaner:				
0014	Marching Band Jacket - White - 36 (M)	7/14/2018	7/31/2018		View Garment	Remove Garment from List
		Comments to Cleaner: Sleeve torn				
0016	Marching Band Jacket - White - 36 (M)	7/14/2018	7/31/2018		View Garment	Remove Garment from List
		Comments to Cleaner:				
0017	Marching Band Jacket - White - 36 (M)	7/14/2018	7/31/2018		View Garment	Remove Garment from List
		Comments to Cleaner:				

of Uniform Items:

* - Double-click on the date field for today's date.

When the Uniforms come back from the cleaners you can check them in just as you would a rental. There are 4 ways to check the uniforms in:

- 1) **Quick Check-in** - click on the Quick Check In button at the top of the screen. On the Quick Check-in screen select the Tag ID off the list or place your cursor in the Enter Uniform Number field and scan the tag with the barcode scanner.

Quick Uniform Check-In from Dry Cleaners

Close

Check-In Date : 7/19/2018

Enter Uniform Number:

Refresh List

0011	Marching Band Jacket	Swanson's Cleaners
0014	Marching Band Jacket	Swanson's Cleaners

Tag ID			
0010	Marching Band Jacket	Swanson's Cleaners	7/19/2018
0024	Marching Band Jacket	Parc West Dry Cleaners	7/19/2018

On the Dry Cleaning Orders screen: you can

- 1) Enter the date in the Check-in Date field
- 2) With your cursor in the Check-in Date field, select a date of the pop-up calendar
- 3) Click on the "Mark All Uniform Items 'Checked In' " button. All Uniforms will be marked as checked in.

Dry Cleaning Orders

Find Existing Dry Cleaning Record:

[New Dry Cleaning Order](#)

[Refresh](#)

[Save](#)

[Close](#)



[Print List](#)

[List of All Items Still Out](#)

[Quick Check In](#)

Select Dry Cleaner: **Swanson's Cleaners - 530-753-7874**

[View](#)

Order #: 6

Is the order Complete? **No**

Have all the garments been returned?

Date Uniform Items Out: 7/18/2018 *

Return Due Date: 7/31/2018

[Update Return Due Date](#)

Staff:

Check-Out Comments:

Include Comments on List

Notes:

Include Notes on List

[Quick Start](#)

Select Uniform Items

[Refresh](#)

Items Still Out: 3

[Mark ALL Uniform Items "Checked In"](#)

3

Tag ID #	Item / Color	Date to Cleaners*	Return Due Date	Date Returned*	
0009	Marching Band Jacket - White - 32 (S)	7/18/2018	7/31/2018	7/19/2018	View Garment Remove Garment from List
Comments to Cleaner: <input type="text"/>					
0010	Marching Band Jacket - White - 32 (S)	7/18/2018	7/31/2018	7/19/2018	View Garment Remove Garment from List
Comments to Cleaner: <input type="text"/>					
0011	Marching Band Jacket - White - 36 (M)	7/18/2018	7/31/2018		View Garment Remove Garment from List
Comments to Cleaner: <input type="text"/>					
*	- -	7/18/2018	7/31/2018		View Garment Remove Garment from List
Comments to Cleaner: <input type="text"/>					

of Uniform Items: 3



Reports

Uniform Reports

Uniform Reports

Uniform Reports

List of All Uniforms:

List of All Uniforms by Class:

List of Uniforms for Selected Current Location:

List of Uniforms that Need Repair:

All Uniforms that have been Discarded: Start Date: End Date:

Uniform Inventory Worksheet:

Uniform Storage Reports

Print List of Uniforms by Storage Location: Detail:

Box Titles (Bus Cards / 2" x 4" labels):

Individual Tag ID's on Permanent Labels (ie. Hat Storage Box)

2" x 2 1/2" Permanent Labels: Print Box Numbers (2 ea) Print Garment Bag Numbers :

Print Rack Dividers Cards/Labels for each Class:

Utilities


Uniform Utilities

Uniform Utilities Close

General Utilities

- Data Audits - Look for errors in Lookup Tables
- Set New Current Location for Selected Current Location
- Update Current Locations for Selected Uniforms
- Update Storage Location for Uniforms
- Update Storage Location for Uniforms - Search Text
- Set up Folder for Photos
- Update Uniform Tag ID Sorting

Return to Main Utilities



**These are the
Utility Tables that
supply the values
for the Drop-
down boxes on
the Uniform form.**

Uniform Lookup Tables

- Categories for Uniforms
- Cleaning Codes
- Color Pattern
- Colors
- Condition
- Current Location
- Designers
- Dry Cleaners
- Fabric
- Rental Agreement
- Storage Locations for Uniforms
- Uniform Types

There are 2 types of Utilities on this menu: General Utilities and Lookup Table Utilities (see below).

General Utilities

1) Data Audits

Data Audits

Close

Review Data used for Look-up Tables

Quick Start

Uniforms

- Colors
- Uniform Types
- Fabric
- Storage Locations

Instruments

- Colors / Finishes
- Instrument Item Types
- Storage Locations

These Audit Forms are designed to let you find values that have been entered in the Lookup Tables above - that might be duplicates or values entered in error (i.e. "Black" instead of "Black"). You may view the list of entries and then view / edit the actual Uniform or Instrument records to correct any errors.

The Data Audit tables will show you the list of Colors, Uniform Types, Fabric and Storage Locations for uniforms and show how many records have selected specific values. For example: If you know you have 15 white jackets made by Fruhauf but when you do a search for "Jackets" and "White" and "Fruhauf" only 12 come up. Where are the other 3 records?

When you do an audit by color you can see the list of colors and how many uniform records there are for each color. There are many records with the color value of "White" but there are also 3 records for "White/Blue". If you click on the "View" button you will see the records that have a color value of "White/Blue".

Audit Colors - Uniforms				Refresh List	Close
Color:	Edit Color	# of Uniforms:		Quick Start	
Black	<input type="checkbox"/>	214	View		
Blue	<input type="checkbox"/>	37	View		
Brass	<input type="checkbox"/>	0	View		
Bronze	<input type="checkbox"/>	0	View		
Brown	<input type="checkbox"/>	0	View		
Clear/Transparent	<input type="checkbox"/>	0	View		
Cream	<input type="checkbox"/>	0	View		
Gold	<input type="checkbox"/>	0	View		
Gray	<input type="checkbox"/>	0	View		
Green	<input type="checkbox"/>	0	View		
Multicolor	<input type="checkbox"/>	0	View		
Red	<input type="checkbox"/>	0	View		
Silver	<input type="checkbox"/>	0	View		
Tan / Nude	<input type="checkbox"/>	0	View		
White	<input type="checkbox"/>	120	View		Two values for White
White/Blue	<input type="checkbox"/>	3	View		
Yellow	<input type="checkbox"/>	0	View		

Audit Colors - Uniforms - Select Uniforms				Refresh List	Close
Color:	Uniform Tag ID:	Uniform Name:			
White/Blue	0159	Pep Band Jacket - White and Blue	View		
White/Blue	0161	Pep Band Jacket - White and Blue	View		
White/Blue	0163	Pep Band Jacket - White and Blue	View		

Click on the "View" button to go to the Uniform Record and update the color value.

You can click again on this "View" button to go to the individual record and update it.

2) Set New Current Location for Selected Current Location

If you have a lot of records that are marked as "Checked In" and want to change them all to "Storage" you can do so with this utility. You can select individual records or select them all to update. When you select a "Current Location" the list of records in the form will show all the Uniform Records for that selected Current Location. You can sort the list using the small blue arrows above the Uniform/Tag ID and Uniform Name fields.

Update Current Location / Status

Update Uniform Current Location

Select Current Location:

Select New Location:

You may select a Tag ID off the list or use a Barcode Scanner to enter the ID:

Please select all the Uniforms to be updated and click "Update"

Uniform / Tag ID:	Uniform Name:	Select:
0080	Black Band Pants	<input checked="" type="checkbox"/>
0090	Black Band Pants	<input type="checkbox"/>
0569	Blue Choir Robe	<input type="checkbox"/>
G004	Gloves - Nylon	<input checked="" type="checkbox"/>
H004	Marching Band Hat	<input type="checkbox"/>
0002	Marching Band Jacket	<input checked="" type="checkbox"/>
0003	Marching Band Jacket	<input checked="" type="checkbox"/>
0004	Marching Band Jacket	<input type="checkbox"/>
P001	White plume with silver mylar	<input type="checkbox"/>

of Uniforms Selected:

- 1) Select the "Current Location" to search for records that have the value you are looking for (i.e. Checked-In, Repairs, etc).
- 2) Select the new location (i.e. Storage, Production, etc.)
- 3) If you have many records with the Current Location of "Checked In" but only want a few updated you can enter the Tag ID in this box, select the Tag ID off the list or scan the Tag ID with a barcode scanner. *Only the records selected (with a check mark) will be updated.*
- 4) You can select them individually by clicking on the check box. You can un-check the "Select" field to not update that record. Or - you may select them all with the "Select All" button.
- 5) A count of the number of records selected will be shown at the bottom.
- 6) Once all the records you want to update are selected - click on the "Update" button.

3) Update Current Locations for Selected Uniforms

If you want to change the Current Location for a group of Uniforms that might have different Current Locations at the moment you can use this utility. You can select individual records to update. When you open the form it will show all the Uniform Records in the table. You can sort the list using the small blue arrows above the Uniform/Tag ID and Uniform Name fields.

Update Current Location / Status for Selected Uniforms Close

Select New Location: 1

You may select a Tag ID off the list or use a Barcode Scanner to enter the ID: 3

Please select all the Uniforms to be updated and click "Update" Update 6

Uniform / Tag ID: ▾	Uniform Name: ▾	Current Location:	Select:	
0001	Marching Band Jacket	Storage	<input checked="" type="checkbox"/>	View
0002	Marching Band Jacket	Checked-In	<input checked="" type="checkbox"/>	View
0003	Marching Band Jacket	Checked-In	<input checked="" type="checkbox"/>	View
0004	Marching Band Jacket	Checked-In	<input checked="" type="checkbox"/>	View
0005	Marching Band Jacket	Storage	<input checked="" type="checkbox"/>	View
0006	Marching Band Jacket	Storage	<input checked="" type="checkbox"/>	View
0007	Marching Band Jacket	Storage	<input checked="" type="checkbox"/>	View
0008	Marching Band Jacket	Storage	<input checked="" type="checkbox"/>	View
0009	Marching Band Jacket	Storage	<input checked="" type="checkbox"/>	View
0010	Marching Band Jacket	Storage	<input checked="" type="checkbox"/>	View
0011	Marching Band Jacket	Storage	<input checked="" type="checkbox"/>	View
0012	Marching Band Jacket	Storage	<input checked="" type="checkbox"/>	View
0013	Marching Band Jacket	Storage	<input checked="" type="checkbox"/>	View
0014	Marching Band Jacket	Storage	<input checked="" type="checkbox"/>	View
0015	Marching Band Jacket	Storage	<input type="checkbox"/>	View

of Uniforms Selected 5

[Clear All](#)

- 1) Select the *new* Current Location
- 2) You see in this example that some of the records are marked as 'Checked In' and some are marked as 'Storage'.
- 3) If you only want a few records updated you can enter the Tag ID in this box, select the Tag ID off the list or scan the Tag ID with a barcode scanner. *Only the records selected (with a check mark) will be updated.*
- 4) You can select them individually by clicking on the check box. You can un-check the "Select" field to not update that record.
- 5) A count of the number of records selected will be shown at the bottom.
- 6) Once all the records you want to update are selected - click on the "Update" button.

3) Update Storage Location for Uniforms

If you have assigned a group of uniforms to one storage location and now want to move them to a new location - you can update the Storage Location value with this utility. When you open this form all the Uniform records will be listed. You will select the ones you want to update. You can sort the list using the small blue arrows above the Uniform/Tag ID, Uniform Name and Storage Location fields.

Update Storage Location Data for Selected Uniforms Close

Select New Storage Location: 1

Details:

You may select a Tag ID off the list or use a Barcode Scanner to enter the ID:

Please select all the Uniforms to be updated and click "Update" 2 3 4 5

Uniform / Tag ID:	Uniform Name:	Current Storage Location:	Select:	
0038	Marching Band Jacket	Main Storage-Rack 1	<input checked="" type="checkbox"/>	View
0039	Marching Band Jacket	Main Storage-Rack 1	<input checked="" type="checkbox"/>	View
0040	Marching Band Jacket	Main Storage-Rack 1	<input checked="" type="checkbox"/>	View
0041	Marching Band Jacket	Main Storage-Rack 1	<input checked="" type="checkbox"/>	View
0042	Marching Band Jacket	Main Storage-Rack 1	<input checked="" type="checkbox"/>	View
0043	Marching Band Jacket	Main Storage-Rack 1	<input checked="" type="checkbox"/>	View
0044	Marching Band Jacket	Main Storage-Rack 1	<input checked="" type="checkbox"/>	View
0045	Marching Band Jacket	Main Storage-Rack 1	<input checked="" type="checkbox"/>	View
0046	Marching Band Jacket	Main Storage-Rack 1	<input checked="" type="checkbox"/>	View
0047	Marching Band Jacket	Main Storage-Rack 1	<input checked="" type="checkbox"/>	View
0048	Marching Band Jacket	Main Storage-Rack 1	<input checked="" type="checkbox"/>	View
0049	Marching Band Jacket	Main Storage-Rack 1	<input checked="" type="checkbox"/>	View
0050	Marching Band Jacket	Main Storage-Rack 1	<input checked="" type="checkbox"/>	View
0076	Black Band Pants	Main Storage-Rack 2	<input type="checkbox"/>	View
0077	Black Band Pants	Main Storage-Rack 2	<input type="checkbox"/>	View

of Uniforms Selected 4

- 1) Select the new main Storage Location and the Location Details values.
- 2) You can select one or more records by checking the Select box.
- 3) If you only want a few records updated you can enter the Tag ID in this box, select the Tag ID off the list or scan the Tag ID with a barcode scanner. *Only the records selected (with a check mark) will be updated.*
- 4) A count of the number of records selected will be shown at the bottom.
- 5) Once all the records you want to update are selected - click on the "Update" button.

4) Update Storage Location for Uniforms - Search Text

You can see that there are many records with the word "Tuxedo" in the Uniform name. If you want to search for just those records by the word "tuxedo" can change their storage location you can do that with this utility.

Update Storage Location Data for Selected Uniforms Close

Select New Storage Location:

Details:

You may select a Tag ID off the list or use a Barcode Scanner to enter the ID:

Please select all the Uniforms to be updated and click "Update" Update

Uniform / Tag ID:	Uniform Name:	Current Storage Location:	Select:	
0250	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0251	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0252	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0253	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0254	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0255	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0256	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0257	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0258	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0259	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0260	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0261	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0262	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0263	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0264	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View

of Uniforms Selected:

Update Storage Location

Update Storage Location for Uniforms

Text to search for: 1

Select Storage Location: 3

Select Storage Detail: 3

of Uniform records Selected: 2

This will update the Storage Location for all records which match the search text in the Uniform Name or Uniform Description

** Be sure of your selection as there is NO 'UNDO' **

4

- 1) Enter the word you want to search for in the Uniform Name or Description fields.
- 2) The number of records that match that search will be shown. If this doesn't sound right - cancel this operation and return to the Search feature and do a search for that value and see what comes up.
- 3) Select the new Storage Location and Detail values.
- 4) Click on the "Yes Update" field. Please be aware that there is no "Undo" function. You should be sure of what records you are updating.

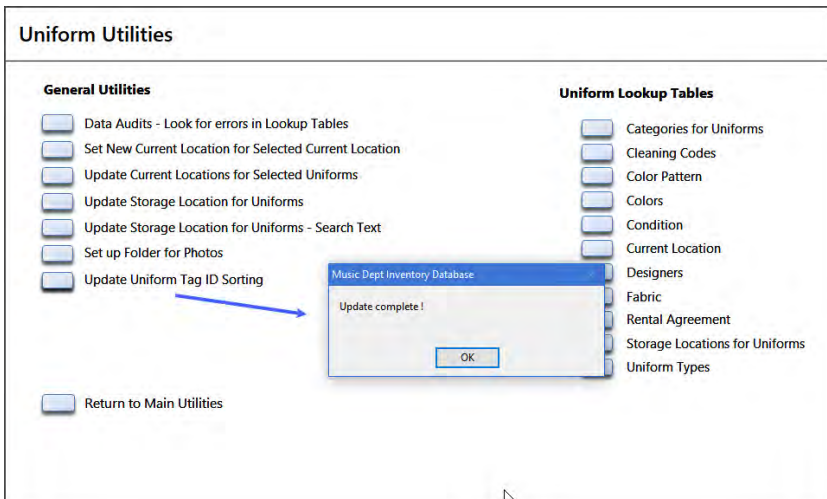
5) Setup Folders for Photos

List of Installed Modules					Install New Module	Refresh	Close
Module Name:	Installation Date:	Display Order:	Path to find Photos:	To update the path for the Students photos go to the Student Module.			
<input type="button" value="Uninstall"/>	Uniforms	8/9/2015	10	C:\Uniform Inventory Resources\Uniform Photos	<input type="button" value="Edit Path"/>		
<input type="button" value="Uninstall"/>	Musical Instruments	7/9/2017	40	C:\Uniform Inventory Resources\Instrument Photos	<input type="button" value="Edit Path"/>		
<input type="button" value="Uninstall"/>	Equipment	7/9/2017	60	C:\Uniform Inventory Resources\Equipment Photos	<input type="button" value="Edit Path"/>		
<input type="button" value="Uninstall"/>	Sheet Music	9/6/2015	80	C:\	<input type="button" value="Edit Path"/>		

The "Path to Find Photos" is the path where all the photos are stored for the database records. It is a good idea to put the path/folder name here so when you are adding photos to records the program will know where to look for them.

6) Update Uniform Tag ID Sorting

The Uniform records are sorted by Tag ID but as Uniform records are added, deleted or the Tag ID is changed - sometimes the table of Uniform records needs to be re-sorted. If you find that using the Next or Previous buttons on the Uniform screen is not moving the records correctly in Tag ID order, then it is a good idea to re-sort the data. This function only takes a few minutes. When it is done you will see this message:



**** One note: The Uniform records can be displayed in Tag ID order or Uniform Name order. You can switch the order using this feature on the Uniform screen.



Uniform Lookup Tables - These are the tables that supply the values for the drop-down boxes on the Uniform screen.

Central High School

Uniforms

Tag ID: # Uniform Name:

Description:

Uniform Type: Category:

Color:

Adult / Child: Jewelry Leggings

Source: Leotard

Cost: Pants Plume

Cleaning Code: Scarf

Storage Location: Shirt

Notes: Shoes Skirt Suit Coat Sweater Tie Tunic Unitard / Jumpsuit Vest

Acquired: \$50.00 Rental Fee:

Enter more details below

Gender:

Details: Rack 1

atching pants

History Discard Notes Student

Discarded:

Value at ti

Discard Notes:

For example: the Uniform Types form is below. To add a new uniform type, click on the **"Add Uniform Type" button**. You will be taken to a blank record at the bottom of the list. Once you Close the form the table will re-sort in alphabetical order.

To delete a value in the table - click on the **"X"** button to the right. You will be asked to confirm the deletion. If you have a Uniform record with that value assigned, the value in the field will be blank.

Uniform Types

Add Uniform Type

Close

Uniform Type:

▶	Accessories	<input type="checkbox"/>
	Belt	<input type="checkbox"/>
	Bibber	<input type="checkbox"/>
	Blouse	<input type="checkbox"/>
	Choir Robe	<input type="checkbox"/>
	Coat	<input type="checkbox"/>
	Cumberbund	<input type="checkbox"/>
	Dance Dress - leotard & skirt	<input type="checkbox"/>
	Dress	<input type="checkbox"/>
	Gloves	<input type="checkbox"/>
	Gown	<input type="checkbox"/>
	Hat	<input type="checkbox"/>
	Jacket	<input type="checkbox"/>
	Jewelry	<input type="checkbox"/>
	Leggings	<input type="checkbox"/>
	Leotard	<input type="checkbox"/>
	Pants	<input type="checkbox"/>
	Plume	<input type="checkbox"/>
	Scarf	<input type="checkbox"/>
	Shirt	<input type="checkbox"/>
	Shoes	<input type="checkbox"/>
	Skirt	<input type="checkbox"/>

Musical Instrument Inventory

CHS Central High School

Musical Instruments

-  Instruments
-  Search
-  Instrument Cases
-  Reports
-  Utilities
-  Return to Main Menu

The Instrument Menu allows to add/edit Instrument records, do searches, create records for Instrument cases, print reports and update Utilities.

Instruments

Source: Where did this instrument come from? This could be the store name or a donation.
When Acquired: This could be just the year, "2004" or an actual date.

Has Case - Check this box if the instrument has a case.

Case ID: Select the Case record off Instrument Case list. The Cases can be entered on the Instrument Case form.

Storage Location: This is a 2 part Storage Location - i.e. Storage Location = Music Room, Details = Shelf # 2

Tabs

Classes / Activities: This is the class or activity that the instrument has been assigned to.

Repair History: You can list multiple repair notes here to see how often it has needed repair

Checkout History: This is a list of all the students/performers who have checked out the instrument.

Discard Notes: An Instrument may be marked as "Discarded" if it is broken, been sold, or has been lost. Discarded Instruments will not show up on Search lists or on the Checkout screen. You can print a list of all instruments that have been discarded from the Reports Menu.

Functions:

Add Instrument: This form will ask what number you want to use for the Tag ID for this instrument. It can be the next number in sequence or any unique number you enter. The Tag ID's have be unique.

Tag ID:	Instrument Name:
10009	Clarinet
10011	Clarinet
10012	Clarinet
10013	Cello
10014	Violin
10016	Snare Drum
10017	Flute
10018	Trumpet
10019	Trombone
10020	French Horn
10021	French Horn
10023	Flute
10024	Flute

Copy Instrument: If you have many instruments that are identical (or nearly identical) you can create one record and use the Copy feature to make copies of it.

Instruments Search [Navigation Icons] Add Item Copy Item Utilities Save and Close

Display Records Sorted by: Name ID [ABC] Print Instrument Record Refresh Lookups

Tag ID: 10013 # Instrument: Cello Current Location: Checked-Out

Description: Category: Strings Instrument Maker: Serial Number: 258 Size: 3/4 Size Cost/Value: \$40 Source: Has Case Create Storage Location: Notes:

Copy Instrument Record [Close]

of Copies: 1 Starting Number: - or - Next Instrument ID: 10029

Note: Please be sure that none of the numbers in new sequence have already been used. If you enter a duplicate number, the instrument record will not be copied.

OK Cancel

Current Instrument ID Numbers:

Tag ID:	Instrument Name:
10009	Clarinet
10011	Clarinet
10012	Clarinet
10013	Cello
10014	Violin
10016	Snare Drum
10017	Flute
10018	Trumpet
10019	Trombone
10020	French Horn
10021	French Horn
10023	Flute
10024	Flute

Image Controls: Load Photo Zoom In Zoom Out Zoom Fit Full Screen Rotate Delete Photo

D:\4-Artwork\Instruments\cello.jpg

Load Photo Zoom In Zoom Out Zoom Fit Full Screen Rotate Delete Photo

The Serial Number, Asset Number, Repair History, Checkout History data will not be copied as those fields are unique to the original instrument.

Search: You can search for an Instrument record based on several fields. You can also use this form to get to the [Advanced Search](#) form.

Search for Instruments: [Advanced Search] [Close]

Find Instrument ID: [Dropdown]

Find Instrument: [Dropdown]

Find by Instrument Type: [Dropdown]

Find by Serial #: [Dropdown]

Find by Asset #: [Dropdown]

Print Instrument Record - this is a one page report with all the information and pictures for this instrument.

Click on the links below to see those screens and get more information on each feature.

[Search](#)

[Reports](#)

[Utilities](#)

[Instrument Cases](#)

Search

Instrument Search

Search for Instruments

Select one or more criteria to search for an Instrument item

Name *: Exact Match ?

Description *:

Category:

Instrument Type:

Instrument Maker:

Model *:

Color / Finish:

Condition:

Source *:

Storage Location:

Location Details:

Current Location:

Date Instrument Record Added : Between: and

* Please enter 1 or 2 words only for best results Note: Leave all boxes empty to see all Instruments.

Note: To see the Classes (Activities) the Instruments are assigned to, go to Classes Reports

Instrument Cases

Instrument Cases

The Instrument cases form allows you to enter information about instrument cases. One case can hold more than one instrument. Once a Case record has been entered it can be assigned to an instrument - either on this form or on the Instrument form.

Instrument Cases Search [Navigation Buttons] Add Case Close

Case ID: 0003 Description: Case for Cello

Case Maker: Premier Size: Color: Black Instrument Type:

Current Location: Storage Storage Location: Closet 1 Details:

Cost: Replacement Cost: Does case contain more than 1 instrument?

Notes:

Instruments In Case Discard Notes

Instrument ID	Instrument Type:	Name	Description	View	X
10013	Cello	Cello		View	X
*				View	X

Delete Instrument Case Date Added: 6/29/2018 Added / Updated By:

Fields:

Most of the fields are easy to understand and are a way to describe this case.

Case ID: This is unique number for the case.

Description: Description of the case

Case Maker: The manufacturer of the case

Size: This can be actual measurements or the size of the instrument, i.e. 1/2 size violin

Instrument Type: What kind of instrument does it hold

Current Location: Where is this case now? In Storage, Checked Out??

Storage Location and Details: There are two fields for storage location - the Main location - i.e. The Music Room, and the details - Shelf 4

Cost: How much did the case cost?

Replacement Cost: What will cost to buy a new one if this one is lost or damaged?

Does case contain more than 1 instrument? Yes / No

Notes: - Any notes can be listed here

Tab:

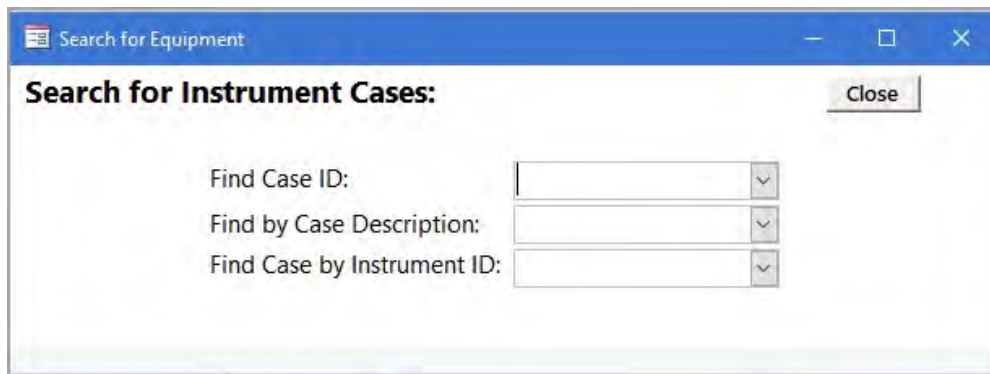
Instruments In Case - You can add one or more instruments to the list of instruments that are stored in a case. To be added here the instrument has to have been entered in the Instrument form.

Discard Notes: A case can be marked as Discarded.

Functions:

Add Case - you can add a new case record with a unique ID

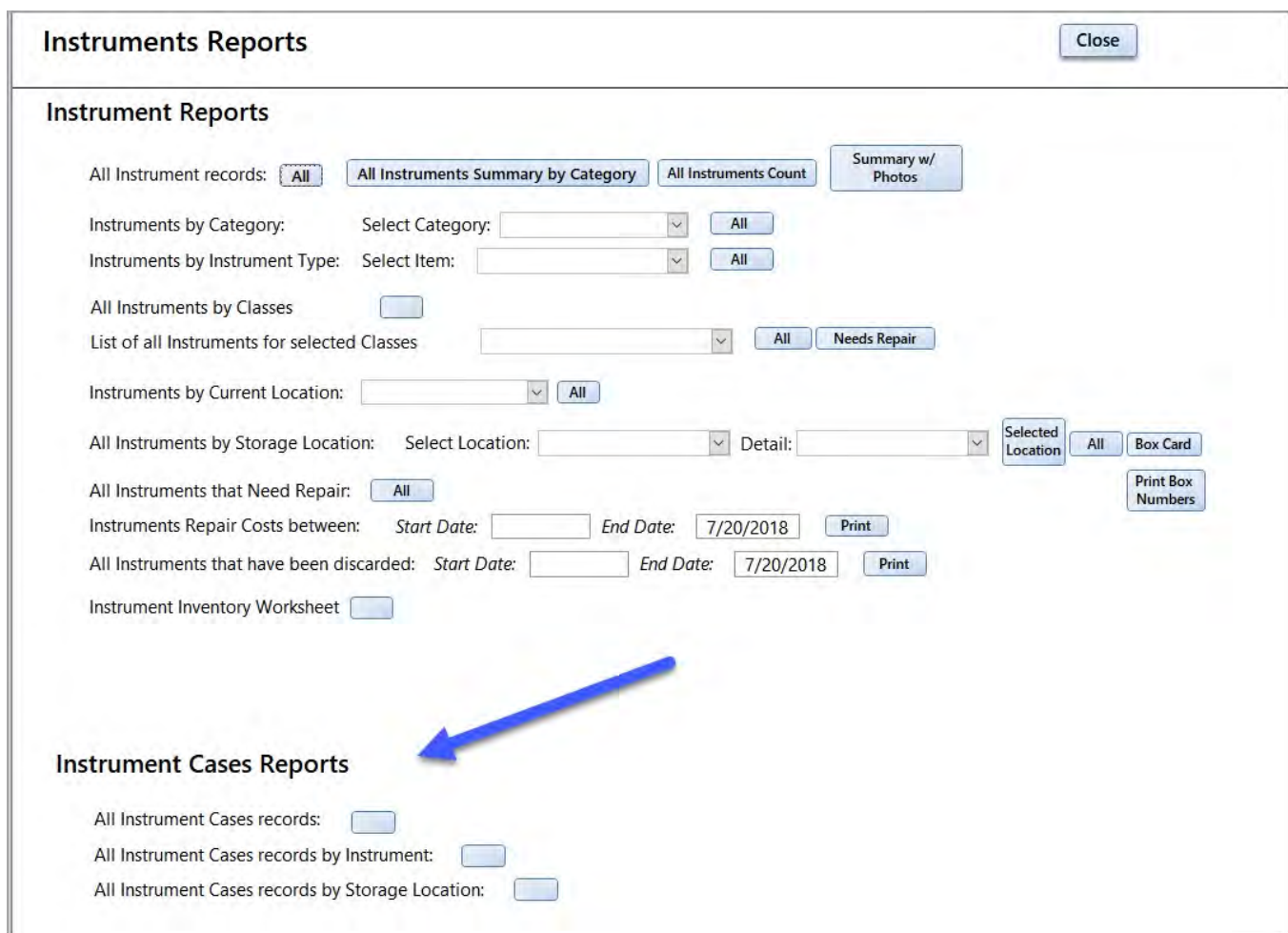
Search - you can search for a case based on several fields.



The screenshot shows a window titled "Search for Equipment" with a sub-header "Search for Instrument Cases:". There are three search criteria, each with a text input field and a dropdown arrow: "Find Case ID:", "Find by Case Description:", and "Find Case by Instrument ID:". A "Close" button is located in the top right corner.

Reports

The Instrument Case Reports are on the Instrument Reports screen.



The screenshot shows the "Instruments Reports" screen with a "Close" button in the top right. The main section is titled "Instrument Reports" and contains several filter options and report buttons:

- All Instrument records: All All Instruments Summary by Category All Instruments Count
- Instruments by Category: Select Category:
- Instruments by Instrument Type: Select Item:
- All Instruments by Classes
- List of all Instruments for selected Classes:
- Instruments by Current Location:
- All Instruments by Storage Location: Select Location: Detail:
- All Instruments that Need Repair:
- Instruments Repair Costs between: Start Date: End Date:
- All Instruments that have been discarded: Start Date: End Date:
- Instrument Inventory Worksheet

Below the "Instrument Reports" section is the "Instrument Cases Reports" section, which is highlighted by a blue arrow. It contains three filter options:

- All Instrument Cases records:
- All Instrument Cases records by Instrument:
- All Instrument Cases records by Storage Location:

Utilities

The Instrument Case Utilities are on the same screen as the Instrument Utilities. You can update the tables for Instrument/Case Makers and Storage Locations here.

Instrument Utilities

Close

General Utilities

- Data Audits - Look for errors in Lookup Tables
- Update Current Locations for Selected Instruments
- Update Storage Location for Instruments
- Update Storage Location for Instruments - Search Text
- Set up Folder for Photos
- Update Sorting Key - Instruments

Instrument Lookup Tables

- Colors / Finishes
- Condition
- Current Location
- Categories for Instruments
- Instrument / Case Makers
- Instrument Types
- Rental Agreement
- Storage Locations for Instruments and Cases

- Return to Main Utilities

Reports

Instrument Reports

This form has many report options for Instruments and Instrument cases.

All reports can be printed to a printer or a PDF file. See the [Appendix](#) for more information on creating a PDF and emailing it.

Instruments Reports

Close

Instrument Reports

All Instrument records:

Instruments by Category: Select Category:

Instruments by Instrument Type: Select Item:

All Instruments by Classes

List of all Instruments for selected Classes

Instruments by Current Location:

All Instruments by Storage Location: Select Location: Detail:

All Instruments that Need Repair:

Instruments Repair Costs between: Start Date: End Date:

All Instruments that have been discarded: Start Date: End Date:

Instrument Inventory Worksheet

Instrument Cases Reports

All Instrument Cases records:

All Instrument Cases records by Instrument:

All Instrument Cases records by Storage Location:

Storage Location Reports:

Storage Location - Selected Location and All

Box Card - Box cards are designed to print to 4" x 6" cards or 8 1/2" x 11" paper to be placed on the front of a box, bin, or tub. Here is a [link to a Resource Guide](#) with specific instructions.

Print Box Numbers -

The Box Numbers are for printing 2 labels with box numbers for each box. One for the Box and one for the Lid.

Close

Select Box #'s to Print the Box and Lid Labels

Starting Box #:

Ending Box #:

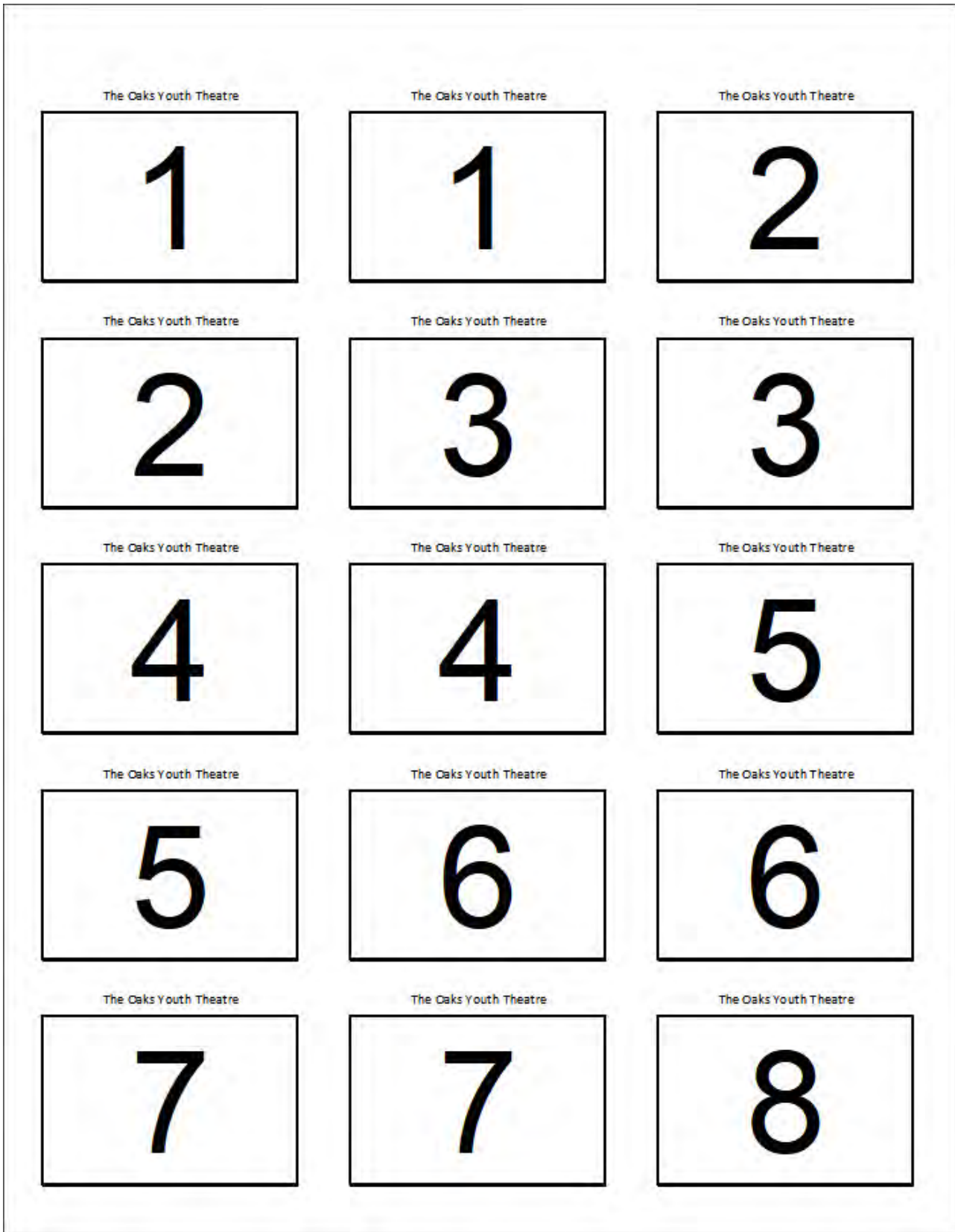
This number of boxes will require this
number of pages of Avery Labels:

OK - Print



This report will print 2 labels per number on Avery #6572 Permanent Labels 2" x 2 5/8 " labels, 15 labels per sheet.
Two labels are printed - one for the front of the box and one for the lid.

Sample of labels printed on Avery #6572 label stock.



The **Instrument Inventory Worksheet** is a blank worksheet that you can print (multiple copies) and use to write down the information on each instrument. When you have time you can take these worksheets to the computer and enter the information. The data in the boxes, Instrument Type, Colors, Classes/Activities, etc are pulled from your database. What you enter for these lookup tables is what will be printed here.

Instrument Worksheet

Tag ID: Instrument Name:

Instrument Description:

Category: Instrument:

Instrument Maker Model:

Color / Finish: Size: Condition:

Cost/Value: Replacement Cost: Rental Fee:

Source: When Acquired:

Storage Location Details: Current Location

Needs Repair? Repair Description:

Notes:

Instruments

Bass Drum	Bassoon	Bells or Glockenspi	Cello	Clarinet	Cornet
Cymbals	Double Bass	English Horn	Flute	French Horn	Guitar
Oboe	Piccolo	Saxophones	Snare Drum	Tenor Drum	Trombone
Trumpet	Tuba	Viola	Violin	Wind Chimes	Wood Blocks

Colors / Finish

Black	Blue	Brass	Bronze	Brown	Clear/Transpare
Cream	Gold	Gray	Green	Multicolor	Red
Silver	Tan / Nude	White	White/Blue	Yellow	

Classes

Marching Band	Orchestra I	Senior Choir	Drum Corps
Chamber Choir			

Utilities

Instrument Utilities

Instrument Utilities

Close

General Utilities

- Data Audits - Look for errors in Lookup Tables
- Update Current Locations for Selected Instruments
- Update Storage Location for Instruments
- Update Storage Location for Instruments - Search Text
- Set up Folder for Photos
- Update Sorting Key - Instruments

Instrument Lookup Tables

- Colors / Finishes
- Condition
- Current Location
- Categories for Instruments
- Instrument / Case Makers
- Instrument Types
- Rental Agreement
- Storage Locations for Instruments and Cases

Return to Main Utilities

The Instrument Lookup Tables are very much like the Uniform Lookup tables - they supply the data for all the drop-down boxes on the Instrument and Instrument Cases forms.

For example - The Instrument Types. You can add / edit or delete ("X") any instrument type from this list. When you go back to the Instruments form be sure to click on the "Refresh Lookups" button to refresh the data in the drop-down box.

Instrument Types

Find Item:

Add Instrument

Close

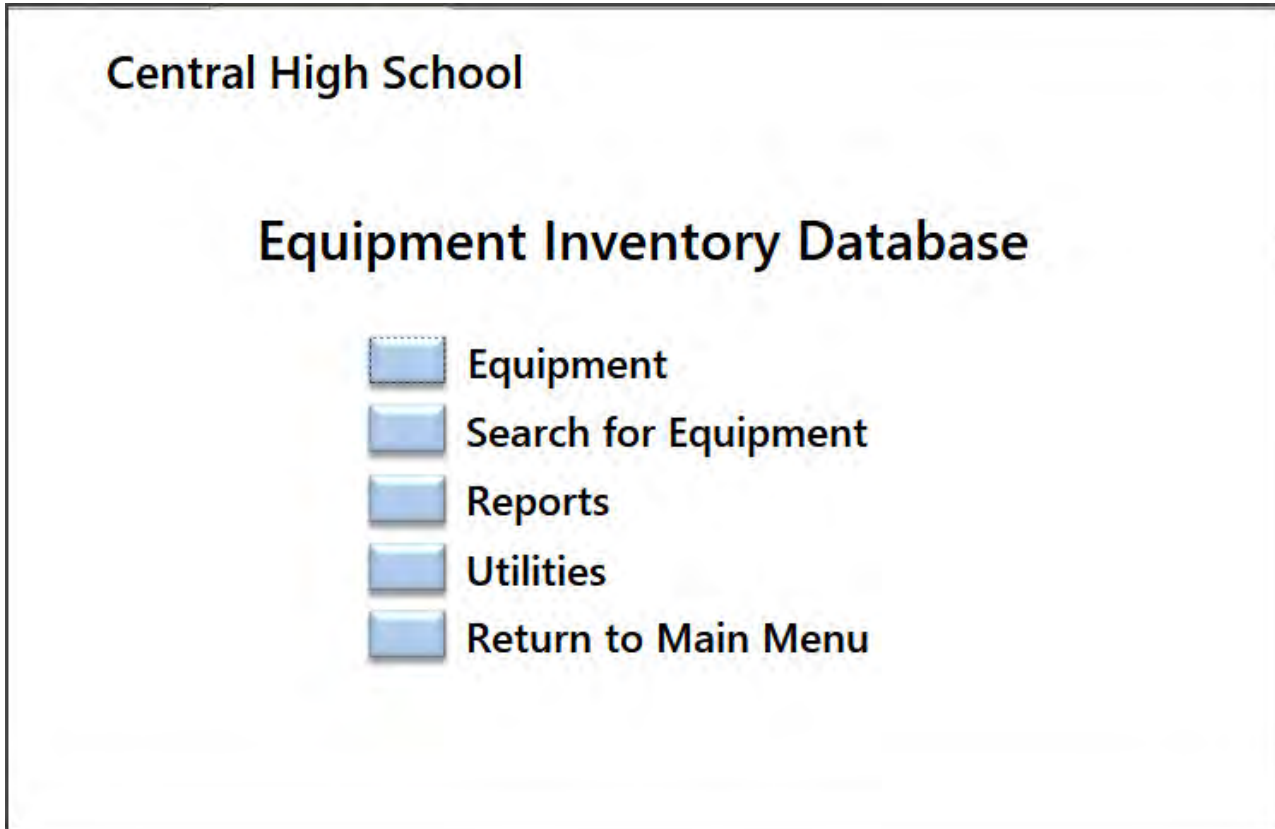
Instrument Types:

▶	<input type="text" value="Bass Drum"/>	<input type="button" value="X"/>
	<input type="text" value="Bassoon"/>	<input type="button" value="X"/>
	<input type="text" value="Bells or Glockenspiel"/>	<input type="button" value="X"/>
	<input type="text" value="Cello"/>	<input type="button" value="X"/>
	<input type="text" value="Clarinet"/>	<input type="button" value="X"/>
	<input type="text" value="Cornet"/>	<input type="button" value="X"/>
	<input type="text" value="Cymbals"/>	<input type="button" value="X"/>
	<input type="text" value="Double Bass"/>	<input type="button" value="X"/>
	<input type="text" value="English Horn"/>	<input type="button" value="X"/>
	<input type="text" value="Flute"/>	<input type="button" value="X"/>
	<input type="text" value="French Horn"/>	<input type="button" value="X"/>
	<input type="text" value="Guitar"/>	<input type="button" value="X"/>
	<input type="text" value="Oboe"/>	<input type="button" value="X"/>
	<input type="text" value="Piccolo"/>	<input type="button" value="X"/>
	<input type="text" value="Saxophones"/>	<input type="button" value="X"/>
	<input type="text" value="Snare Drum"/>	<input type="button" value="X"/>
	<input type="text" value="Tenor Drum"/>	<input type="button" value="X"/>
	<input type="text" value="Trombone"/>	<input type="button" value="X"/>
	<input type="text" value="Trumpet"/>	<input type="button" value="X"/>
	<input type="text" value="Tuba"/>	<input type="button" value="X"/>
	<input type="text" value="Viola"/>	<input type="button" value="X"/>
	<input type="text" value="Violin"/>	<input type="button" value="X"/>
	<input type="text" value="Wind Chimes"/>	<input type="button" value="X"/>
	<input type="text" value="Wood Blocks"/>	<input type="button" value="X"/>
*	<input type="text"/>	<input type="button" value="X"/>

Equipment

Equipment Inventory

The Equipment module is for tracking all kinds of equipment and props. You can track your Drum Corps flags, audio-visual equipment, field carts and more.



The Equipment Menu will hold a lot of descriptive data about the equipment and one photo.

Equipment Search Add Equipment Copy Equipment Save Utilities Save and Close

Display Records Sorted by: Name ID Print Equipment Record Refresh Lookups

Equipment Tag ID: **1001** # Equipment Name: **Digital Cameras** Current Location: **Checked-In** Quick Start

Description: **Canon Digital Camera EOS 60D**
/ Features:

Division / Owner: **Music Dept**

Category: **Photo Digital** Add New Category Item Type: **Camera digital** Add New Item Type

Manufacturer: **CANON** Model: **EOD 60D** Serial Number: **54-D45W65**

Size: Supplier / Source: **B & H Photo** Date Acquired: **9/1/2015**

Warranty: **90 Days** Warranty Expires: **12/1/2015** Condition: **Good**

Cost/Value: **\$450.00** Replacement Cost: **\$550.00** Rental Fee: **\$125.00**

Storage Location: **Equip Closet 1** + Details: **EQ1-a1**

Notes:

Image Controls

Load a Photo

Zoom In

Zoom Out

Zoom Fit

Rotate

Full Screen

Delete Photo

Activities **Repairs** Checkout History Discard Notes

Classes Add New Activity

Orchestra I	View	X
Marching Band	View	X
Senior Choir	View	X
*	View	X

Delete Equipment Date Record Created: 1/19/2015 UpdatedBy: MRM Date Updated: 4/14/2018

Fields:

Equipment Tag ID: Unique identifier for for the piece of equipment.

Equipment Name: A name for the Equipment

Description: Any type of description of the item or its features

Division / Owner: You can set up a list of owners for this equipment - i.e. Music Dept, Athletic Dept, etc.

Category: There is a list of Categories in the table already but you can add/edit/delete the values in the table from the Utilities Menu.

Item Type: What type of equipment is this? Digital Camera, Flag, etc.

Manufacturer:

Model:

Serial Number:

Size:

Supplier / Source:

Date Acquired - this is an actual date field (mm/dd/yy). This field needs to be formatted as a date so that the Warranty expiration date can be calculated

Warranty - this is the number of days, months or years for the warranty.

Warranty Expires - this is the date when the warranty expires. Note: There is a Warranty report on the [Reports](#) menu to so show you when your equipment warranties are expiring.

Condition:

Cost / Value:

Replacement Cost: This is the cost to replace this item if it is lost or stolen.

Rental Fee: This is what you would charge someone to rent this item. If you enter a value here you can always add a discount to the rental at the time of the actual rental.

Storage Location: This is a 2 part Storage Location - i.e. Storage Location = Music Room, Details = Shelf # 2

Notes - just for notes.

Tabs:

Classes / Activities - This piece of equipment can be assigned to one or more classes / activities

Repairs: You can list all the repairs for this piece of equipment. You can run reports of all items that need repair from the [Reports](#) menu.

Checkout History: This is a list of all the students / performers who have checked out this item

Discard Notes: A piece of equipment may be marked as "Discarded" if it is broken, been sold, or has been lost. Discarded Equipment will not show up on Search lists or on the Checkout screen. You can print a list of all equipment that have been discarded from the [Reports](#) Menu.

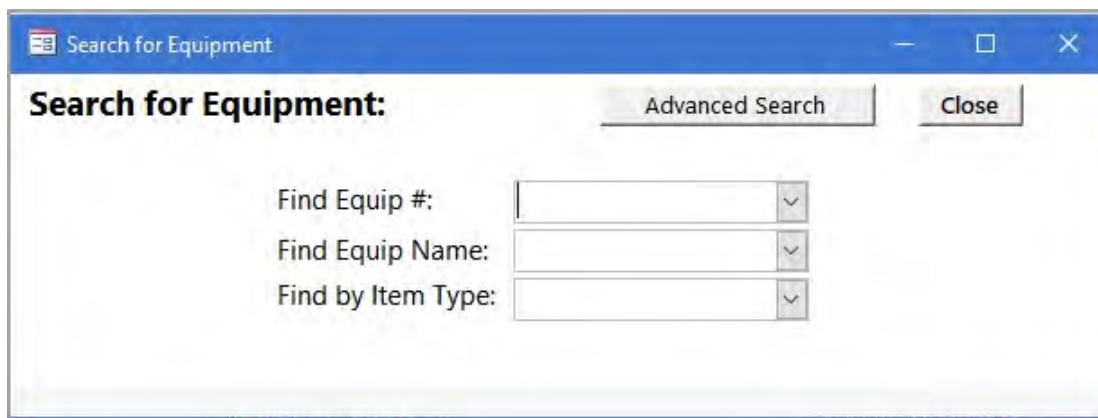
Features:

Add Equipment: You can add a new piece of equipment using the Add Equipment button. Each piece of Equipment must have its own unique Tag ID.

Copy Equipment - You can copy a piece of equipment and give it a unique Tag ID

Print Equipment Report - print a single page report of the Equipment description and photo

Search - you can do a simple search from this screen. To search by more fields click on the "Advanced Search" button. See the search screen options [here](#).



The screenshot shows a software window titled "Search for Equipment". The window has a blue header bar with the title and standard window controls (minimize, maximize, close). Below the header, the text "Search for Equipment:" is displayed in bold. To the right of this text are two buttons: "Advanced Search" and "Close". Below the text, there are three search criteria, each with a text input field and a dropdown arrow on the right:

- Find Equip #: [input field] v
- Find Equip Name: [input field] v
- Find by Item Type: [input field] v

Click on the links below to see those screens and get more information on each feature.

[Search](#)

[Reports](#)

[Utilities](#)

Search

Equipment Search

Search for Equipment

Select one or more criteria to search for a piece of Equipment

Equipment Name *:

Description *:

Division / Owner:

Category / Media Type:

Item Type:

Manufacturer:

Model *:

Serial Number *:

Source:

Date Acquired : Between : and :

Condition:

Storage Location:

Storage Location Detail:

Current Location:

* Please enter 1 or 2 words only for best results

Note: Leave all boxes empty to see all Equipment pieces.

You may search for equipment on one or more of these fields. The dropdown boxes all show values from the Look up tables.

Once you have entered in the criteria for the search you can click on the "Search" button. You will see a list of the results and have options to print the list by Tag ID or by Equipment Type. Remember - all reports can be printed to a printer or made into a PDF that you can email. Go to the [Appendices](#) to get more information.

Search Results

of Items Found:

[Print Results](#)

[Results By Equipment Type](#)

[Close](#)

Search For: All Records,

Equip ID:	Equipment Name:	Description:	Category:	Item Type:	Manufacturer:	Division:	Storage Location:	Current Location	
0008	Canon Digital Camera		Digital	Camera digital	DSI		-	Storage	View
0009	Cart for Flags		Miscellaneous	Cart			-	Storage	View
0010	Stanchion	Stanchion for crowd control	Miscellaneous				-	Storage	View
0011	Radio		Audio	Radio			-	Storage	View
0208	Headset		Audio	Headset			-	Storage	View
0209	Radio		Audio	Radio			-	Storage	View
1001	Digital Cameras	Canon Digital Camera EOS 60D	Photo Digital	Camera digital	CANON	Music Dept	Equip Closet 1-EQ1-a:	Checked-Out	View
1002	Carry-all bag		Miscellaneous	Carry-all Bag	Fuji	Music Dept	Equip Closet 1-EQ1-a:	Checked-In	View
1003	Field Timer		Football Equipment	Clock / Timer	Fuji	Athletic Dept	Equip Closet 2-EQ2-1	Checked-In	View
1502	Equipment Cart	Heavy Duty equipment cart - 28" x 7'	Miscellaneous	Equipment Cart	DSI	Music Dept	Equip Closet 1-EQ1-a:	Checked-Out	View
2001	Audio Cable	25' Audio Cable	Audio	Cable		Music Dept	-	Storage	View
F001	Flag - Blue and White	Blue, white and teal flag	Drum Corps	Flag		Music Dept	Drum Corp Storage-B	Checked-In	View
F002	Flag - Blue and White	Blue, white and teal flag	Drum Corps	Flag		Music Dept	Drum Corp Storage-B	Storage	View
F003	Flag - Blue and White	Blue, white and teal flag	Drum Corps	Flag		Music Dept	Drum Corp Storage-B	Checked-In	View
F004	Flag - Blue and White	Blue, white and teal flag	Drum Corps	Flag		Music Dept	Drum Corp Storage-B	Storage	View
F005	Flag - Blue and White	Blue, white and teal flag	Drum Corps	Flag		Music Dept	Drum Corp Storage-B	Storage	View
F006	Flag - Blue and White	Blue, white and teal flag	Drum Corps	Flag		Music Dept	Drum Corp Storage-B	Checked-In	View
F007	Flag - Blue and White	Blue, white and teal flag	Drum Corps	Flag		Music Dept	Drum Corp Storage-B	Storage	View
F008	Flag - Blue and White	Blue, white and teal flag	Drum Corps	Flag		Music Dept	Drum Corp Storage-B	Storage	View

Reports

Equipment Reports

Equipment Reports Close

All Equipment All Equipment - Value Report

All Equipment by Division/Owner: *Select Division :*

All Equipment by Category/Item Type: *Select Category :*

All Equipment by Storage Location: *Select Location :* *Detail:*

Warranty Expires in Days:

All Equipment that Needs Repair:

Equipment Repair Costs between: *Start Date:* *End Date:*

All Equipment Pieces that have been discarded: *Start Date:* *End Date:*

Equipment Inventory Worksheet

The Equipment Reports are pretty self explanatory. Remember - all reports can be printed to a printer or made into a PDF that you can email. Go to the [Appendices](#) to get more information.

Warranty Expires in ... Days: This report will give you a list of all the equipment that has a warranty expiration coming up soon. You can select to see all the items where the warranty will expire in the next 60 days or see all the equipment with their warranty dates listed.

Warranty Expires in Days:

- Already Expired
- < 30 Days
- < 60 Days
- < 90 Days
- < 6 months
- < 1 Year
- > 1 Year

Central High School
Equipment Warranty Status

Warranty Expires: Already Expired

Warranty Expires:	Equipment ID:	Equipment Name:	Description:	Category:	Item Type:	Mfg	Storage Location:	Division/Owner:
7/1/2018	0008	Canon Digital Camera		Digital	Camera digital	DSI		
12/1/2015	1001	Digital Cameras	Canon Digital Camera EOS 6	Photo Digital	Camera digital	CANON	Equip Closet 1	Music Dept
12/1/2015	1005	Digital Camera	Canon Digital Camera	Photo Digital	Camera digital	CANON	Equip Closet 1	Music Dept

Of Equipment Items: 3

Total # Of Equipment Items: 3

Storage Location - Selected Location and All

Box Card - Box cards are designed to print to 4" x 6" cards or 8 1/2" x 11" paper to be placed on the front of a box, bin, or tub. Here is a [link to a Resource Guide](#) with specific instructions.

Print Box Numbers -


The Box Numbers are for printing 2 labels with box numbers for each box. One for the Box and one for the Lid.

Select Box #'s to Print the Box and Lid Labels

Starting Box #:

Ending Box #:

This number of boxes will require this number of pages of Avery Labels:



This report will print 2 labels per number on Avery #6572 Permanent Labels 2" x 2 5/8 " labels, 15 labels per sheet.
 Two labels are printed - one for the front of the box and one for the lid.

Sample of labels printed on Avery #6572 label stock.

The **Equipment Inventory Worksheet** is a blank worksheet that you can print (multiple copies) and use to write down the information on each piece of Equipment.

Central High School

Date Entered in DB:

Equipment Inventory Worksheet

Equip ID: _____ **Name:** _____

Description: _____

Division / Owner: _____

Category: _____ **Item Type:** _____

Manufacturer: _____ **Model:** _____

Serial #: _____ **Size:** _____ **Condition:** _____

Warranty: _____ **Warranty Expires:** _____

Source: _____ **When Acquired:** _____

Cost/Value: _____ **Replacement Cost:** _____ **Rental Fee:** _____

Storage Location: _____ **Detail:** _____ **Current Location:** _____

Notes: _____

Category		
Audio	Audio/visual player	Audio/visual presenta
Cables and Adapters	Connectors	Digital
Drum Corps	Football Equipment	Lighting
Media Storage	MIDI device	Miscellaneous
Photo Analog	Photo Digital	Support
Video		

Manufacturer	
CANON	DSI
Fuji	Nikon
Samsung	SONY

Item Type		
Adapter/Coupler	Audio field recorder	Audio Interface
Boom Pole	Cable	Camcorder digital
Camcorder HD	Camcorder tape	Camera 35 mm
Camera digital	Camera DSLR	Carry-all Bag
Cart	Ceiling Projector Mou	Chain Set
Clock / Timer	DVD Player	Equipment Cart
External Hard Drive	Flag	Flag Pole
Flash drive	Headphones	Headset
Keyboard	Laptop	Lens
Light	Light Reflector	Microphone
PA System	Power adapter	Power bar
Power cord	Projector	Radio
Tape Deck	Tripod	Umbrella

Division/Owner	
Athletic Dept	Music Dept

Storage Location	
-A1	-A10
-A11	-A2
-A4	-A6
Drum Corp Storage-Bay	Drum Corp Storage-Bay
Drum Corp Storage-Box	Equip Closet 1-EQ1-a1
Equip Closet 1-EQ1s2	Equip Closet 1-EQ1s3
Equip Closet 2-EQ2-1	

Utilities

Equipment Utilities

Equipment Utilities

General Utilities	Lookup Tables
<input type="button" value="Database Equipment Type / Descriptions"/>	<input type="button" value="Category / Media Type"/>
<input type="button" value="Set up Folder for Photos"/>	<input type="button" value="Conditions"/>
<input type="button" value="Update Sorting Key - Equipment"/>	<input type="button" value="Current Location"/>
	<input type="button" value="Divisions / Owners"/>
	<input type="button" value="Equipment Item Types"/>
	<input type="button" value="Manufacturers"/>
<input type="button" value="Return to Main Utilities"/>	<input type="button" value="Rental Agreement"/>
	<input type="button" value="Source / Supplier"/>
	<input type="button" value="Storage Locations"/>

The Equipment Utility tables can be updated from this menu. For example - the Equipment Item Types. You can add/edit/delete items from this list. Remember when you return to the Equipment screen to click on the "Refresh Lookups" button so that the drop-down list has all the current values.

Equipment Items

Find Item:

Add Item

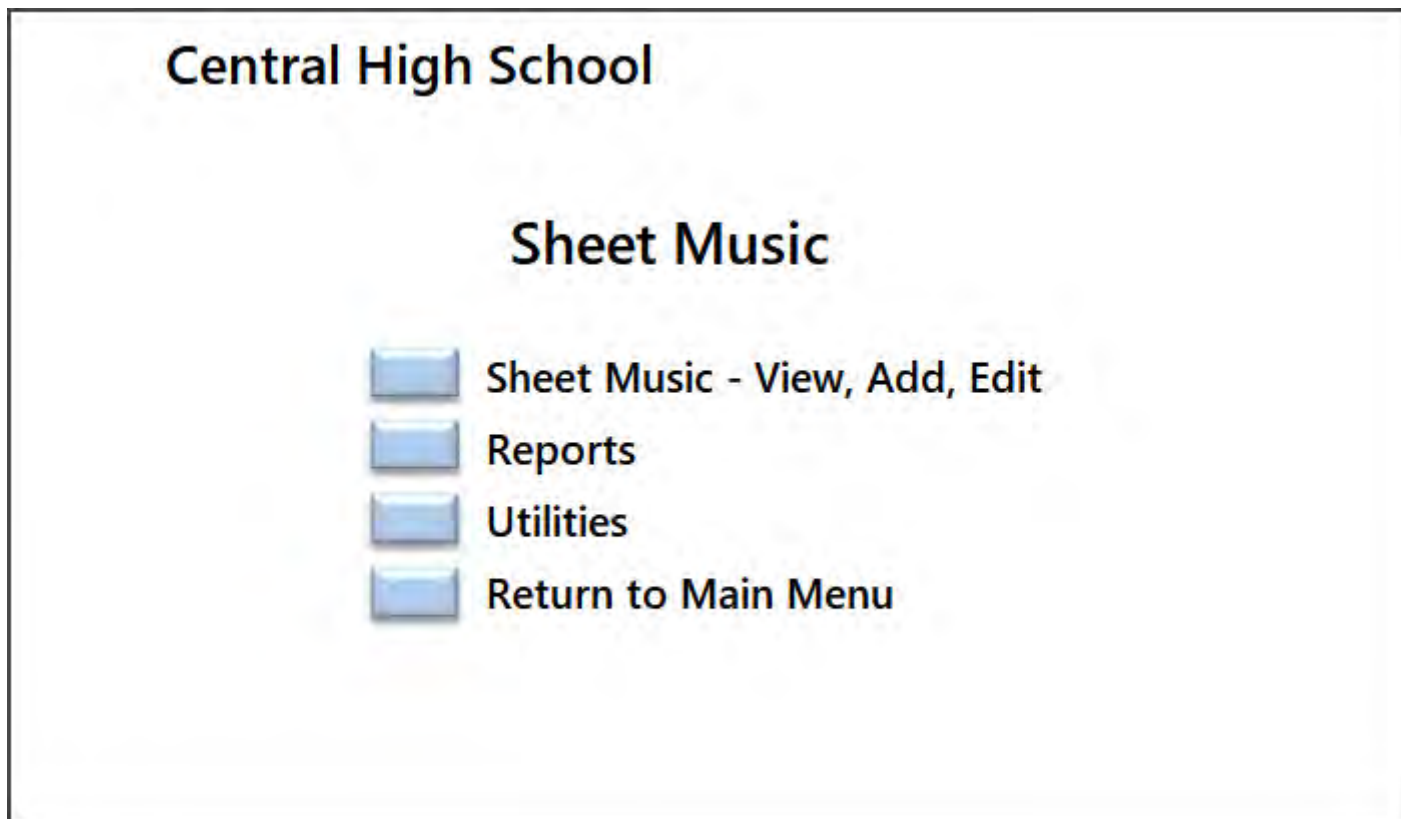
Close

Items:	Description:	Delete Item?
▶ Adapter/Coupler	<input type="text"/>	<input type="button" value="X"/>
Audio field recorder	<input type="text"/>	<input type="button" value="X"/>
Audio Interface	<input type="text"/>	<input type="button" value="X"/>
Boom Pole	<input type="text"/>	<input type="button" value="X"/>
Cable	<input type="text"/>	<input type="button" value="X"/>
Camcorder digital	<input type="text"/>	<input type="button" value="X"/>
Camcorder HD	<input type="text"/>	<input type="button" value="X"/>
Camcorder tape	<input type="text"/>	<input type="button" value="X"/>
Camera 35 mm	<input type="text"/>	<input type="button" value="X"/>
Camera digital	<input type="text"/>	<input type="button" value="X"/>
Camera DSLR	<input type="text"/>	<input type="button" value="X"/>
Carry-all Bag	<input type="text"/>	<input type="button" value="X"/>
Cart	<input type="text"/>	<input type="button" value="X"/>
Ceiling Projector Mount	<input type="text"/>	<input type="button" value="X"/>
Chain Set	<input type="text"/>	<input type="button" value="X"/>
Clock / Timer	<input type="text"/>	<input type="button" value="X"/>
DVD Player	<input type="text"/>	<input type="button" value="X"/>
Equipment Cart	<input type="text"/>	<input type="button" value="X"/>
External Hard Drive	<input type="text"/>	<input type="button" value="X"/>
Flag	<input type="text"/>	<input type="button" value="X"/>
Flag Pole	<input type="text"/>	<input type="button" value="X"/>
Flash drive	<input type="text"/>	<input type="button" value="X"/>
Headphones	<input type="text"/>	<input type="button" value="X"/>
Headset	<input type="text"/>	<input type="button" value="X"/>
	<input type="text"/>	<input type="button" value="X"/>

Sheet Music

Sheet Music Inventory

The Sheet Music Module is designed to allow you to inventory your sheet music collection and check-out sheet music pieces to your students/performers.



Sheet Music Main Screen

The Sheet Music record allows you to enter descriptions in many fields. There are several drop-down boxes (i.e. Composer, Publisher, etc.) that are based on data tables. You can add new values and edit the current ones in the Utilities section. (The Utilities Menu is available from this screen and the Sheet Music Main Menu.)

Sheet Music

Some Skunk Funk

Publication Type: Title:

Composer: + Publisher: + Date of Publication:

Type of Ensemble: Class:

Ownership Type: Leased / Borrowed From: + ISBN:

Cost: Replacement Cost: Storage Location: Location Detail:

Notes: Label Abbrev:

Due Date: * - Double-click for today's date.

Check Out

Checkout Music to Students:

Copy #	Select Part:	Select Student:	Student ID:	Date Checked Out *	Date Checked In *	Check-in Condition	Notes
1025	Conductor's Score	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1026	Horn 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1027	Horn 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1028	Horn 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1029	Piano	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1030	Bass	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1031	Guitar	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1032	Drums	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1033	Percussion	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* = Past the Due Date

Updated By: Date Added/Updated:

Fields:

Publication Type: Sheet Music, Book, Score, etc.

Title: Title of Music

Composer: List the first composer

Publisher: Publisher

Date Of Publication

Type of Ensemble that the work was written for

Class: This is the Class or Activity you have already set up in the Class/Activity section (See Main Menu)

Ownership Type: Owned, Borrowed, Leased

Leased/Borrowed from: The person or company that you borrowed the music from

ISBN: The ISBN - if one is known

Cost: Cost of the sheet music

Replacement Cost: This could be the cost of buying all the music parts again - or the cost of replacing a single part

Storage Location: You can set up a list of Storage Locations - such as Room, Cabinet, etc.

Location Detail: For each Storage Location you can set up more detailed locations - shelf, bin, etc.

Notes: Any notes that might be helpful for this piece of music

Label Abbrev: You can print small labels for each part that include the title of the music. Only 30 characters will fit on the label. If the title is too long you can put an abbreviation here that will print on the label. See the "ID Labels" section below and in the [Reports Menu](#).

Due Date: This is the date when all checked out music needs to be returned.

Instrumentation:

For each piece of music you can list the instrumentation and the number of copies of each part. The list of Instrumentation Parts can be updated from the [Utilities Menu](#) / Instrument Parts (also see below).

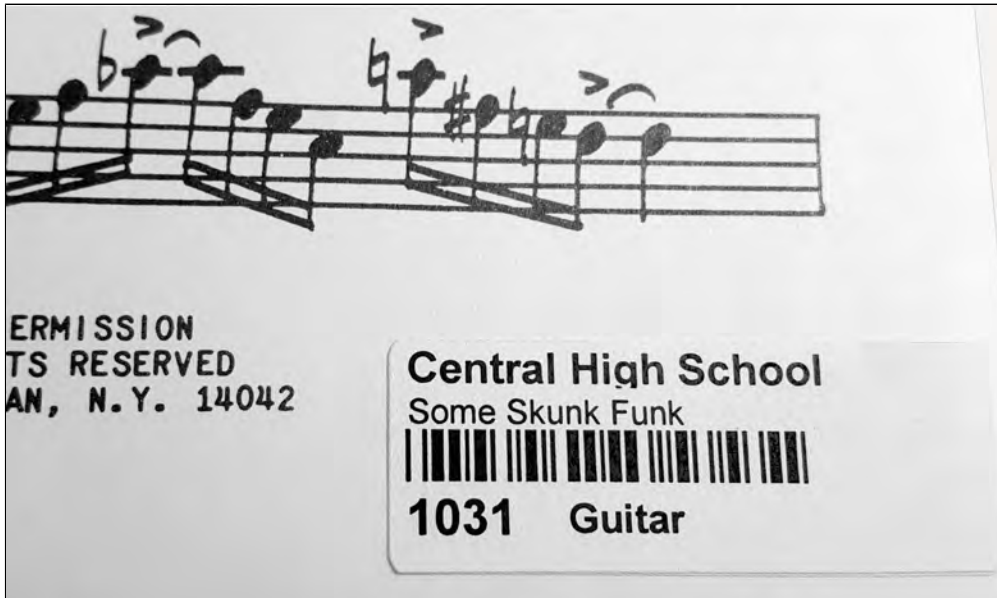
As you check-out parts to students/performers the number of copies checked out and available is updated.

Check Out		Instrumentation		
	Instrumentation	# Of Copies	# of Copies Checked Out	# of Copies Available
▶	Conductor's Score	1	0	1
	Horn 1	1	1	0
	Horn 2	1	0	1
	Horn 3	1	1	0
	Piano	1	1	0
	Bass	1	0	1
	Guitar	1	1	0
	Drums	1	1	0
	Percussion	1	0	1
*		0	0	0
Total # Copies: <input type="text" value="9"/> <input type="text" value="6"/> Total Copies Available: <input type="text" value="3"/>				

Instrument/Choir Parts		Add Record	Close
Parts:			
<input type="checkbox"/>	1st Violin	<input type="checkbox"/>	
<input type="checkbox"/>	2nd Violin	<input type="checkbox"/>	
<input type="checkbox"/>	Alto	<input type="checkbox"/>	
<input type="checkbox"/>	B flat Baritone Saxophone	<input type="checkbox"/>	
<input type="checkbox"/>	B flat Bass Clarinet	<input type="checkbox"/>	
<input type="checkbox"/>	B flat Clarinet 1	<input type="checkbox"/>	
<input type="checkbox"/>	B flat Clarinet 2	<input type="checkbox"/>	
<input type="checkbox"/>	B flat Clarinet 3	<input type="checkbox"/>	
<input type="checkbox"/>	B flat Tenor Saxophone	<input type="checkbox"/>	
<input type="checkbox"/>	B flat Trumpet 1	<input type="checkbox"/>	
<input type="checkbox"/>	B flat Trumpet 2	<input type="checkbox"/>	
<input type="checkbox"/>	B flat Trumpet 3	<input type="checkbox"/>	
<input type="checkbox"/>	Baritone B.C.	<input type="checkbox"/>	
<input type="checkbox"/>	Baritone T.C	<input type="checkbox"/>	
<input type="checkbox"/>	Bass	<input type="checkbox"/>	
<input type="checkbox"/>	Bassoon	<input type="checkbox"/>	
<input type="checkbox"/>	Cello	<input type="checkbox"/>	
<input type="checkbox"/>	Conductor's Score	<input type="checkbox"/>	
<input type="checkbox"/>	Drums	<input type="checkbox"/>	
<input type="checkbox"/>	E flat Baritone Saxophone	<input type="checkbox"/>	
<input type="checkbox"/>	E flat Alto Clarinet	<input type="checkbox"/>	
<input type="checkbox"/>	E flat Alto Saxophone 1	<input type="checkbox"/>	
<input type="checkbox"/>	E flat Alto Saxophone 2	<input type="checkbox"/>	
<input type="checkbox"/>	F Horn 1, 2	<input type="checkbox"/>	
<input type="checkbox"/>	F Horn 3, 4	<input type="checkbox"/>	
<input type="checkbox"/>	Flute 1	<input type="checkbox"/>	
<input type="checkbox"/>	Flute 2	<input type="checkbox"/>	
<input type="checkbox"/>	Guitar	<input type="checkbox"/>	
<input type="checkbox"/>	Horn 1	<input type="checkbox"/>	

Create ID Labels for each Part:

The ID Labels (from the Reports Menu) are designed for you to print on your own printer with the name of your school/organization, the title (or title abbreviation), a barcode and the copy number. You can print them on Avery Label # 5195 / 61533 (2/3" x 1 3/4" labels) that are available from most office supply stores. They are easy to read and the barcode can be scanned when the music is brought back to be checked in.



Steps to create labels:

- 1) Enter Sheet Music Title and information
- 2) Enter all Instrumentation
- 3) Create Check-out records - based on Instrumentation . This will create a record for each part. If there are 2 or 3 copies for a part - it will create that many checkout records.
 - a. Click on **Create Checkout Records** button.
 - b. **Enter the Starting number.** This is the number that prints on the label and is represented by the Barcode. The Barcode on the label allows you to do a Quick Check-In by scanning the barcode - making it quite easy to check-in a lot of music and find out easily what was not returned. In order for the barcode to work with the scanner the number has to be at least 3 digits (i.e. 001, 1001, etc.) The numbers on the labels are unique to that Sheet Music record. You can have them all start with 100 or 001, etc.
 - c. If you know the date when the music needs to be returned - you can enter it now - or - you can enter it later when you are ready to check out the music. The Due Date field is right above Checkout Tab.
- 4) Print the ID Labels from the Reports Menu.

Reports for Sheet Music / Scores / Books

Close

Select Music for Report:

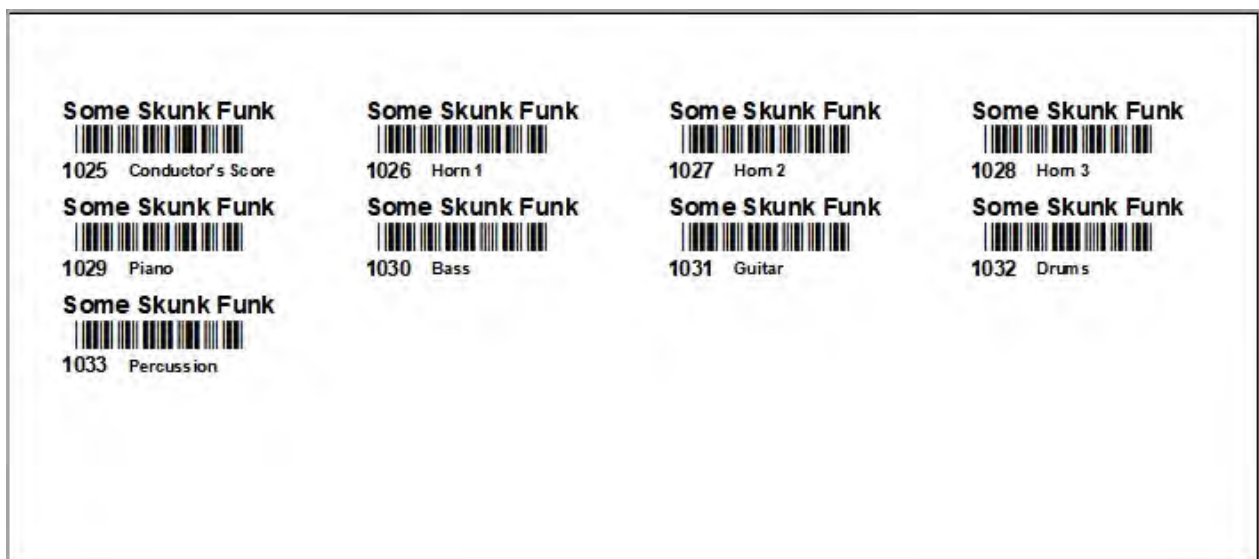
- 1 Music Check-out List 2 Music Check-out List - by Student
- Music Check-out List by Part Music Check-out Contract for All Students
- ID Labels for Music w/ Title ID Labels for Music w/ School Name
- Music Still Checked Out
- Letter to Students with Overdue Music Edit the text for the letter

- List of All Music
- List of All Music by Composer Select Composer:
- List of All Music by Storage Location
- List of All Music by Checkout IDs

- 3 All Music Check-out List All Music Check-out Contracts for All Students
- All Music Still Checked Out All Music Check-out List - by Student
- All ID Labels for Music w/ School Name All Music Still Checked Out - By Student

There are 3 options to printing the ID Labels.

1) Print a label with the Title and instrumentation and Copy number - for the Selected Title (in the box at the top of the screen)



2) Print a label with the School/Organization Name, Title, Barcode and Copy Number - for the Selected Title (in the box at the top of the screen)

Labels with School Name, Music Title, Copy # and Instrument Part

3) Print labels for selected titles. Select the tiles you want to print. This saves you a lot of wasted labels.

Select Music to Print Labels Print Labels Close

Sheet Music Title	# of Copies	Clear All	Select All
Hunting (from the Seasons - Opus 37a, No. 9)	5	<input type="checkbox"/>	<input type="checkbox"/>
LET'S FACE THE MUSIC AND DANCE	3	<input type="checkbox"/>	<input type="checkbox"/>
Pirates of the Caribbean	71	<input type="checkbox"/>	<input type="checkbox"/>
Some Skunk Funk	9	<input type="checkbox"/>	<input type="checkbox"/>
*	0	<input type="checkbox"/>	<input type="checkbox"/>

Click in the box to select one or more titles. Or - use the **Select All** button to select all titles.

Central High School
Hurting (Seasons Opus 37a)

2001 Conductor's Score

Central High School
Hurting (Seasons Opus 37a)

2005 Trombone

Central High School
Pirates of the Caribbean

101 Conductor's Score

Central High School
Pirates of the Caribbean

105 Flute 1

Central High School
Pirates of the Caribbean

109 Flute 2

Central High School
Pirates of the Caribbean

113 Bassoon

Central High School
Pirates of the Caribbean

117 B flat Clarinet 1

Central High School
Pirates of the Caribbean

121 B flat Clarinet 2

Central High School
Pirates of the Caribbean

125 B flat Clarinet 3

Central High School
Pirates of the Caribbean

129 B flat Bass Clarinet

Central High School
Pirates of the Caribbean

133 E flat Alto Saxophone

Central High School
Pirates of the Caribbean

137 B flat Trumpet 1

Central High School
Pirates of the Caribbean

141 B flat Trumpet 2

Central High School
Pirates of the Caribbean


145 B flat Trumpet 3

Central High School
Pirates of the Caribbean

149 F Horn 3, 4

Central High School
Hurting (Seasons Opus 37a)

2002 Trumpet 1

Central High School
Let's Face the Music

1501

Central High School
Pirates of the Caribbean

102 Piccolo

Central High School
Pirates of the Caribbean

106 Flute 1

Central High School
Pirates of the Caribbean

110 Flute 2

Central High School
Pirates of the Caribbean

114 Bassoon

Central High School
Pirates of the Caribbean

118 B flat Clarinet 1

Central High School
Pirates of the Caribbean

122 B flat Clarinet 2

Central High School
Pirates of the Caribbean

126 B flat Clarinet 3

Central High School
Pirates of the Caribbean

130 E flat Alto Saxophone

Central High School
Pirates of the Caribbean

134 B flat Tenor Saxophone

Central High School
Pirates of the Caribbean

138 B flat Trumpet 1

Central High School
Pirates of the Caribbean

142 B flat Trumpet 2

Central High School
Pirates of the Caribbean


146 F Horn 1, 2

Central High School
Pirates of the Caribbean

150 Trombone 1

Central High School
Hurting (Seasons Opus 37a)

2003 Trumpet 2

Central High School
Let's Face the Music

1502

Central High School
Pirates of the Caribbean

103 Flute 1

Central High School
Pirates of the Caribbean

107 Flute 2

Central High School
Pirates of the Caribbean

111 Oboe

Central High School
Pirates of the Caribbean

115 B flat Clarinet 1

Central High School
Pirates of the Caribbean

119 B flat Clarinet 2

Central High School
Pirates of the Caribbean

123 B flat Clarinet 3

Central High School
Pirates of the Caribbean

127 E flat Alto Clarinet

Central High School
Pirates of the Caribbean

131 E flat Alto Saxophone

Central High School
Pirates of the Caribbean

135 B flat Tenor Saxophone

Central High School
Pirates of the Caribbean

139 B flat Trumpet 1

Central High School
Pirates of the Caribbean

143 B flat Trumpet 3

Central High School
Pirates of the Caribbean

147 F Horn 1, 2

Central High School
Pirates of the Caribbean

151 Trombone 1

Central High School
Hurting (Seasons Opus 37a)

2004 Horn 1

Central High School
Let's Face the Music

1503

Central High School
Pirates of the Caribbean

104 Flute 1

Central High School
Pirates of the Caribbean

108 Flute 2

Central High School
Pirates of the Caribbean

112 Oboe

Central High School
Pirates of the Caribbean

116 B flat Clarinet 1

Central High School
Pirates of the Caribbean

120 B flat Clarinet 2

Central High School
Pirates of the Caribbean

124 B flat Clarinet 3

Central High School
Pirates of the Caribbean

128 B flat Bass Clarinet

Central High School
Pirates of the Caribbean

132 E flat Alto Saxophone

Central High School
Pirates of the Caribbean

136 E flat Baritone Saxophone

Central High School
Pirates of the Caribbean

140 B flat Trumpet 2

Central High School
Pirates of the Caribbean

144 B flat Trumpet 3

Central High School
Pirates of the Caribbean

148 F Horn 3, 4

Central High School
Pirates of the Caribbean

152 Trombone 2

Check-out Parts to Students:

Create the Check out Records for each copy of the music. Click on the **Create Checkout Records** button.

The screenshot shows a software interface for managing sheet music. At the top, there's a 'Sheet Music' header with a search bar containing 'Some Skunk Funk'. Below this, a 'Create Checkout Records' dialog box is open. The dialog has a title bar and a 'Close' button. Inside, it asks for a 'Due Date' (9/1/2018), a 'Starting Number' (1025), and the 'Number of Copies' (9). Three options are presented: 'Create Checkout Records from Instrumentation List', 'Create Checkout Copies based on Student / Class List', and 'Create Checkout Copies based on # of Copies'. In the background, the main interface shows fields for 'Date of Publication', 'ISBN: 822795053401', and 'Location Detail'. A red arrow points from the 'Create Checkout Records' button in the background to the dialog box.

- 1) Enter the **Due Date** when the music is to be returned.
- 2) Enter the **Starting Number** for the barcode. The starting number can be any 3 or more digit (i.e. 001, 1001, etc) number. This allows you to check in the music with the barcode scanner.
- 3) There are 3 choices to create the records:
 - a) **Create a checkout record for each copy of the instrumentation** - the program will make one check-out record for each part. In the case of the Some Skunk Funk (above example) it will create 9 records and fill in the Instrumentation field.
 - b) **Create a checkout records for each student that is assigned to the class.** (The Class is listed at the top of the screen.) If you have already created a student record for each student and assigned them to class and the class is assigned to this piece of music - the program will create a checkout record for each student. You will need to assign the instrumentation to each record.
 - c) **Create records based on the number of copies you enter.** The program will create records based on the number of copies you have entered. You will need to enter both the Instrumentation and the Student/Performer Name to each record.
- 4) If you have not created a record for each student - Create a record for each student / performer in the [Students](#) section of the database. Enter as much or as little contact information as you want. Once

their record is created and they have checked out music you can see a list of what they have on their record.

5) Assign a student to a copy record by selecting the student name or ID (if the ID is listed in the student record.)

6) Print out a list of the Check-out records from the Report Menu.

Steps to **Check-in** music - *With a Barcode Scanner*:

1) Go to the sheet music record you are checking in. Click on the **Quick Check-in** Button.

The screenshot shows the 'Sheet Music' interface. At the top, there are buttons for 'Search', 'Add Music', 'Reports', 'Utilities', and 'Save and Close'. Below these is a search bar containing 'Some Skunk Funk' and a 'Refresh Lookups' button. The main form contains the following fields:

- Publication Type: Music (dropdown), Title: Some Skunk Funk
- Composer: Brecker, Randy (dropdown), Publisher: Kendor Music, Inc. (dropdown), Date of Publication: (empty)
- Type of Ensemble: Band (dropdown), Class: (empty), View (button)
- Ownership Type: Owned (dropdown), Leased / Borrowed From: (empty), ISBN: 822795053401
- Cost: \$20.00, Replacement Cost: \$25.00, Storage Location: Shelf 1a (dropdown), Location Detail: (empty)
- Notes: (empty), Zoom (button), Label Abbrev: (empty)
- Due Date: 12/1/2018

Below the form, there is a 'Check Out' section with a tab for 'Instrumentation'. To the right of this section are three buttons: 'Create Checkout Records', 'Quick Check-In' (highlighted with a red arrow), and 'Delete Students from Checkout Records'. Below these buttons is a table with the following columns: Copy #, Select Part, Select Student, Student ID, Date Checked Out *, Date Checked In *, Check-in Condition, and Notes. The table contains four rows of data:

Copy #	Select Part	Select Student	Student ID	Date Checked Out *	Date Checked In *	Check-in Condition	Notes
1025	Conductor's Score	Messick, Margaret	123789	7/15/2018			
1026	Horn 1	Messick, Peter	58452	7/15/2018			
1027	Horn 2	Messick, Tim	00002	7/15/2018			
1028	Horn 3	Messick, Rosie	65854	7/15/2018			

2) On the Quick Check-in screen - be sure that the correct title is listed.

Music Quick Check-In Close

Some Skunk Funk

Enter/Scan Music Number:

Check-In Date:

Check-In Comments:

List of Music Checked In Today

1026	Some Skunk Funk	Leroy Jetson
1028	Some Skunk Funk	Margaret Messick
1029	Some Skunk Funk	George Jetson
1030	Some Skunk Funk	Susan Smith
1031	Some Skunk Funk	Yogi Bear
1032	Some Skunk Funk	Tim Messick
1033	Some Skunk Funk	

2003	Hunting (from the Seasons -	Trumpet 2		7/12/2018
2002	Hunting (from the Seasons -	Trumpet 1	Peter Messick	7/12/2018
1027	Some Skunk Funk	Horn 2	Rosie Messick	7/12/2018
1025	Some Skunk Funk	Conductor's Score	Peter Messick	7/12/2018

3) With the cursor in the **Enter/Scan Music Number** box - scan the barcode on the sheet music. The Student name and Part Description will appear in the "Checked In" list. Continue scanning all parts for that Sheet Music title. When finished with one title, return to the Sheet Music form, select another title and repeat the process.



Steps to Check-in music - From the Sheet Music Screen:

Find the student's record and look for the "Date Checked In" field. There are 3 ways to enter the Check-in date:

- a) Double click in the "Date Checked In" field
- b) Move the mouse to the calendar icon and click. Select the date off the calendar
- c) Click in the "Date Checked In" field. Type in the date

Once the Date Checked-in Field is updated the copy is considered 'checked in'. If there is a problem with the condition of the music, it can be noted in the student record.

Clear All Checkout Data:

Once all the titles have been returned and you are ready to check out the music to another group - you can clear the student names and checkout information from the music title. The Copy number and Instrumentation fields will remain.

Check Out **Instrumentation**

Checkout Music to Students:

Create Checkout Records Quick Check-In Clear Students from Checkout Records

Copy #	Select Part:	Select Student:	Student ID:		Date Checked Out *	Date Checked In *	Check-in Condition	Notes	
1025	Conductor's Score	Messick, Margaret	123789	View	7/15/2018	8/15/2018			Zoom
1026	Horn 1	Messick, Peter	58452	View	7/15/2018	8/15/2018			Zoom
1027	Horn 2	Messick, Tim	00002	View	7/15/2018	8/15/2018			Zoom
1028	Horn 3	Messick, Rosie	65854	View	7/15/2018	8/15/2018			Zoom
1029	Piano	Jetson, Judy	56898	View	7/15/2018	8/15/2018			Zoom
1030	Bass	Jetson, George		View	7/15/2018	8/15/2018			Zoom
1031	Guitar	Jetson, Leroy	35658	View	7/15/2018	8/15/2018			Zoom
1032	Drums	Bear, Yogi	007546	View	7/15/2018	8/15/2018			Zoom
▶ 1033	Percussion	Smith, Susan	548755	View	7/15/2018	8/15/2018			Zoom
*				View					Zoom

* = Past the Due Date

Click on the links below to see the Reports and Utilities screens and get more information on each feature.

- [Search](#)
- [Reports](#)
- [Utilities](#)

Search

Search for Sheet Music

The Search for Sheet Music is very easy to use.

The screenshot displays the 'Sheet Music' application interface. At the top, there are buttons for 'Search', 'Add Music', 'Reports', 'Utilities', and 'Save and Close'. Below these, a search bar contains the text 'Hunting (from the Seasons - Opus 37a No. 9)'. A red arrow points from the 'Search' button to a 'Search for Sheet Music' dialog box. The dialog box has a 'Close' button and five search criteria, each with a dropdown menu: 'Find Music by Title', 'Find Music by Composer', 'Find Music by ISBN', 'Find Music by Storage Location', and 'Find Music by Type of Ensemble'. The background window shows fields for 'Publication Type: Music', 'Composer: Tschaikovsky, Peter I.', 'Type of Ensemble: Orchestra', 'Ownership Type: Owned', 'Cost: \$12.75', 'Replacement Cost: \$15.00', and 'Due Date: 6/1/2018'. There is also a 'Check Out' button with 'Instrumentation' selected.

There are 5 options to search for Music.

By Title

By Composer

By ISBN

By Storage Location

By Type of Ensemble - Note: To see all Sheet Music for a specific Type of Ensemble - go to the Reports section and print the report "All Sheet Music by Type Of Ensemble". You may print all or select a specific type of ensemble.

In order for the search function to find a title - the data must be complete in the record. For Example: if you do not enter a Storage Location - you will not be able to find it by Storage Location.


Reports

Sheet Music Reports


The Sheet Music Reports form is divided into two parts:

Top of screen: Reports to print data from the selected Sheet Music Title

Reports for Sheet Music / Scores / Books Close

Select Music for Report: ▼ 

<input type="checkbox"/> Music Check-out List	<input type="checkbox"/> Music Check-out List - by Student
<input type="checkbox"/> Music Check-out List by Part	<input type="checkbox"/> Music Check-out Contract for All Students
<input type="checkbox"/> ID Labels for Music w/ Title	<input type="checkbox"/> ID Labels for Music w/ School Name
<input type="checkbox"/> Music Still Checked Out	
<input type="checkbox"/> Letter to Students with Overdue Music	<input type="checkbox"/> Edit the text for the letter

<input type="checkbox"/> List of All Music	<input type="text" value=""/> ▼	 These Reports are for ALL Sheet Music titles.	
<input type="checkbox"/> List of All Music by Composer			
<input type="checkbox"/> List of All Music by Storage Location			
<input type="checkbox"/> List of All Music by Type of Ensemble			Select Type of Ensemble: <input type="text" value="Orchestra"/> ▼
<input type="checkbox"/> List of All Music by Checkout IDs			

<input type="checkbox"/> All Music Check-out List	<input type="checkbox"/> All Music Check-out Contracts for All Students
<input type="checkbox"/> All Music Still Checked Out	<input type="checkbox"/> All Music Check-out List - by Student
<input type="checkbox"/> All ID Labels for Music w/ School Name	<input type="checkbox"/> All Music Still Checked Out - By Student

Bottom of Screen: Reports to print out data from ALL Sheet Music titles.

All reports/letters can be printed to your printer or to a PDF file. See the [Appendix](#) for help with creating a PDF to email.

Here are a few examples of reports:

Music Checkout List:

Central High School

Music Checkout List

Hunting (from the Seasons - Opus 37a, No. 9)

of Copies: 7 Due Date: 6/1/2018

Item #	Part	Student	Checked In
2001	Conductor's Score	Messick Margaret	<input checked="" type="checkbox"/>
2002	Trumpet 1	Messick Peter	<input checked="" type="checkbox"/>
2003	Trumpet 2	Messick Rosie	<input checked="" type="checkbox"/>
2004	Horn 1	Jetson Leroy	<input checked="" type="checkbox"/>
2005	Trombone	Smith Susan	<input checked="" type="checkbox"/>



Music Checkout List by Student for selected Sheet Music:

Central High School
Music Checkout List - By Student

Jetson, Leroy

Music / Score	Part	Item #	Checked In	Due Date:
Hunting (from the Seasons - Opus 37a, No.	Horn 1	2004	<input checked="" type="checkbox"/>	6/1/2018

Messick, Margaret

Music / Score	Part	Item #	Checked In	Due Date:
Hunting (from the Seasons - Opus 37a, No.	Conductor's Score	2001	<input checked="" type="checkbox"/>	6/1/2018

Messick, Peter

Music / Score	Part	Item #	Checked In	Due Date:
Hunting (from the Seasons - Opus 37a, No.	Trumpet 1	2002	<input checked="" type="checkbox"/>	6/1/2018

Messick, Rosie

Music / Score	Part	Item #	Checked In	Due Date:
Hunting (from the Seasons - Opus 37a, No.	Trumpet 2	2003	<input checked="" type="checkbox"/>	6/1/2018

Smith, Susan

Music / Score	Part	Item #	Checked In	Due Date:
Hunting (from the Seasons - Opus 37a, No.	Trombone	2005	<input checked="" type="checkbox"/>	6/1/2018

Music Checkout List for ALL Students and ALL Music:

Central High School
Music Checkout List - By Student

Bear, Yogi

Music / Score	Part	Item #	Checked In	Due Date:
Some Skunk Funk	Drums	1032	<input checked="" type="checkbox"/>	12/1/2018

Jetson, George

Music / Score	Part	Item #	Checked In	Due Date:
Some Skunk Funk	Bass	1030	<input checked="" type="checkbox"/>	12/1/2018

Jetson, Judy

Music / Score	Part	Item #	Checked In	Due Date:
Some Skunk Funk	Piano	1029	<input checked="" type="checkbox"/>	12/1/2018

Jetson, Leroy

Music / Score	Part	Item #	Checked In	Due Date:
Hunting (from the Seasons - Opus 37a, No.	Horn 1	2004	<input checked="" type="checkbox"/>	6/1/2018
Some Skunk Funk	Guitar	1031	<input checked="" type="checkbox"/>	12/1/2018

Messick, Margaret

Music / Score	Part	Item #	Checked In	Due Date:
Hunting (from the Seasons - Opus 37a, No.	Conductor's Score	2001	<input checked="" type="checkbox"/>	6/1/2018
LET'S FACE THE MUSIC AND DANCE	B flat Bass Clarinet	1501	<input type="checkbox"/>	12/15/2017
Pirates of the Caribbean	Conductor's Score	101	<input type="checkbox"/>	8/30/2018
Some Skunk Funk	Conductor's Score	1025	<input checked="" type="checkbox"/>	12/1/2018

Messick, Peter

Music / Score	Part	Item #	Checked In	Due Date:
Hunting (from the Seasons - Opus 37a, No.	Trumpet 1	2002	<input checked="" type="checkbox"/>	6/1/2018
LET'S FACE THE MUSIC AND DANCE	Drums	1503	<input type="checkbox"/>	12/15/2017
Some Skunk Funk	Horn 1	1026	<input checked="" type="checkbox"/>	12/1/2018

Based on the Due Date assigned for the sheet music you can tell if sheet music hasn't been returned and is overdue.

Sheet Music Search

Publication Type: Title:

Composer: + Publisher: + Date of Publication:

Type of Ensemble: Class:

Ownership Type: Leased / Borrowed From: + ISBN:

Cost: Replacement Cost: Storage Location: Location Detail:

Notes: Label Abbrev:

Due Date: * - Double-click for today's date.

Check Out

Checkout Music to Students:

Copy #	Select Part:	Select Student:	Student ID:	Date Checked Out *	Date Checked In *	Check-in Condition	Notes
<input type="text" value="1501"/>	<input type="text" value="B flat Bass Clarinet"/>	<input type="text" value="Messick, Margaret"/>	<input type="text" value="123789"/> <input type="button" value="View"/>	<input type="text" value="7/15/2017"/>	<input type="text" value=""/> *	<input type="text"/>	<input type="text"/> <input type="button" value="Zoom"/>
<input type="text" value="1502"/>	<input type="text" value="B flat Trumpet 1"/>	<input type="text" value="Messick, Tim"/>	<input type="text" value="00002"/> <input type="button" value="View"/>	<input type="text" value="7/15/2017"/>	<input type="text" value=""/> *	<input type="text"/>	<input type="text"/> <input type="button" value="Zoom"/>
<input type="text" value="1503"/>	<input type="text" value="Drums"/>	<input type="text" value="Messick, Peter"/>	<input type="text" value="58452"/> <input type="button" value="View"/>	<input type="text" value="7/15/2017"/>	<input type="text" value=""/> *	<input type="text"/>	<input type="text"/> <input type="button" value="Zoom"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="View"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Zoom"/>

If the music has not been returned by the Due Date - a Red * appears.

You can produce a letter to each student for each piece of music they have not returned. The top of the letter lists the student name, title of music and when it was due. The body of the letter can be customized from the "Edit the text of the Letter" form.

Text for Overdue Music Letter.

Please enter the text you wish to appear on the letter to Students with Overdue Music. The text will appear in the body of the letter.

The Music Score listed above is now overdue. Please return it to the Music Dept. as soon as possible.

Thank you.

*** Use [Ctrl] [Enter] to start a new paragraph or put in a blank line. ****

Sample Letter:

Central High School

123 Main Street Davis, CA 95617 USA (855) 468-8247

School /
Organization name
from Company
Setup screen

Date: 7/15/2018

Margaret Messick

Student
name &
email

DAVIS, CA

EEmail: Margaret@uniforminventory.co

Re: **Overdue Music / Score**

Title: LET'S FACE THE MUSIC AND DANCE

Title

Item #: 1501

Date Checked Out: 7/15/2017

Due Date: 12/15/2017

The replacement cost for this title is : \$2.00.

Replacement cost

Checkout date and
Due Date

Dear Margaret,

The Music Score listed above is now overdue. Please return it to the Music Dept. as soon as possible.

Thank you.

Body of the letter you
can update

Utilities

Sheet Music Utilities

The Sheet Music Utilities screen allows you to add/edit/delete records for all the Lookup tables used in the Drop-down boxes on the Sheet Music screen. They all have the same features - you can add new records, edit existing records and delete records. Be aware that if you delete a value in a Lookup table any Sheet Music records that use that value will have a blank value in the field.

Sheet Music Utilities Close

- Instrument / Choral Parts
- Composers
- Condition (of Score)
- Leased From ...
- Ownership Type
- Publication Type
- Publishers
- Storage Location
- Type of Ensemble

- Return to Main Utilities

Here is a sample of the Instrument / Choir parts table. The Add Record button allows you to add a new record. The "X" button on each line will allow you to delete a value. Be aware that if you delete a value in a Lookup table any Sheet Music records that use that value will have a blank value in the field.

Instrument/Choir Parts

Add Record

Close

Parts:

▶	1st Violin	X
	2nd Violin	X
	Alto	X
	B flat Baritone Saxophone	X
	B flat Bass Clarinet	X
	B flat Clarinet 1	X
	B flat Clarinet 2	X
	B flat Clarinet 3	X
	B flat Tenor Saxophone	X
	B flat Trumpet 1	X
	B flat Trumpet 2	X
	B flat Trumpet 3	X
	Baritone B.C.	X
	Baritone T.C	X
	Bass	X
	Bassoon	X
	Cello	X
	Conductor's Score	X
	Drums	X
	E flat Baritone Saxophone	X
	E flat Alto Clarinet	X
	E flat Alto Saxophone 1	X
	E flat Alto Saxophone 2	X
	F Horn 1, 2	X
	F Horn 3, 4	X
	Flute 1	X
	Flute 2	X
	Guitar	X
	Horn 1	X

The Storage Location is a two part list. The Main storage location is listed first (i.e. Music Room, Choir Room, etc). Then shelf/bin details are added for each location.

Storage Location for Music

Location:

▶	Music Room	<input type="button" value="Details"/>
	Choir Room	<input type="button" value="Details"/>
	Library	<input type="button" value="Details"/>
*		<input type="button" value="Details"/>

Storage Locations - Sheet Music

Find Location:

Location:

Storage Detail:

▶	Bin 1	<input type="button" value="X"/>
	Bin 2	<input type="button" value="X"/>
*	Bin 3	<input type="button" value="X"/>

The Storage Location data can be separated into two sections:

- Location: The main building, room or warehouse for the Sheet Music.
- Storage Detail: The more specific location of the items - Bin, Shelf, Rack, etc.

For each Location you can have many detailed storage location records.

Classes

Classes / Activities

In your school / college / organization there can be classes, activities, clubs, etc. You can assign Uniforms, Equipment, Instruments, Sheet Music, and Students / Performers to one or more classes.

Note: The form title "Classes" can be changed on the Utilities / Company Setup screen.

Classes

Update Current Location:

Class:
Season / Year:
Current:

Director:
Director Contact Info:
Location:

Type of Ensemble:

Notes:

Uniforms
Instruments
Equipment
People
Instrumentation
Sheet Music

Uniform/Tag ID	Uniform Name	Uniform Description	Uniform Type	Color	Size	Storage Location	
0200	Black Suit Jacket	Black Suit Jacket - single button, white pocket sc	Suit Coat	Black	M	Main Storage	<input type="button" value="View"/> <input type="button" value="X"/>
0201	Black Suit Jacket	Black Suit Jacket - single button, white pocket sc	Suit Coat	Black	M	Main Storage	<input type="button" value="View"/> <input type="button" value="X"/>
0202	Black Suit Jacket	Black Suit Jacket - single button, white pocket sc	Suit Coat	Black	M	Main Storage	<input type="button" value="View"/> <input type="button" value="X"/>
0203	Black Suit Jacket	Black Suit Jacket - single button, white pocket sc	Suit Coat	Black	M	Main Storage	<input type="button" value="View"/> <input type="button" value="X"/>
0204	Black Suit Jacket	Black Suit Jacket - single button, white pocket sc	Suit Coat	Black	M	Main Storage	<input type="button" value="View"/> <input type="button" value="X"/>
0205	Black Suit Jacket	Black Suit Jacket - single button, white pocket sc	Suit Coat	Black	M	Main Storage	<input type="button" value="View"/> <input type="button" value="X"/>
0206	Black Suit Jacket	Black Suit Jacket - single button, white pocket sc	Suit Coat	Black	M	Main Storage	<input type="button" value="View"/> <input type="button" value="X"/>
0207	Black Suit Jacket	Black Suit Jacket - single button, white pocket sc	Suit Coat	Black	M	Main Storage	<input type="button" value="View"/> <input type="button" value="X"/>
0208	Black Suit Jacket	Black Suit Jacket - single button, white pocket sc	Suit Coat	Black	S	Main Storage	<input type="button" value="View"/> <input type="button" value="X"/>
0209	Black Suit Jacket	Black Suit Jacket - single button, white pocket sc	Suit Coat	Black	S	Main Storage	<input type="button" value="View"/> <input type="button" value="X"/>
0211	Black Suit Jacket	Black Suit Jacket - single button, white pocket sc	Suit Coat	Black	S	Main Storage	<input type="button" value="View"/> <input type="button" value="X"/>
0212	Black Suit Jacket	Black Suit Jacket - single button, white pocket sc	Suit Coat	Black	L	Main Storage	<input type="button" value="View"/> <input type="button" value="X"/>
0210	Black Suit Jacket	Black Suit Jacket - single button, white pocket sc	Suit Coat	Black	S	Main Storage	<input type="button" value="View"/> <input type="button" value="X"/>

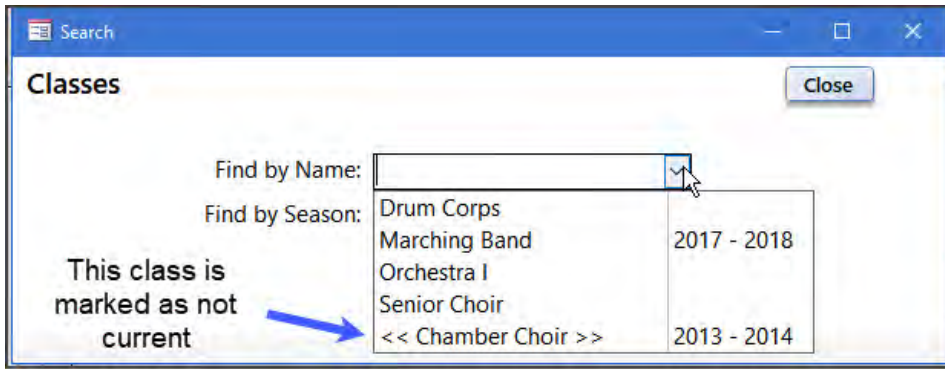
of Uniforms: 112
* = Item listed more than once

The descriptive fields include:

Class (name) - the name of the class or activity

Season / Year: - You can keep track of uniforms, equipment, etc for each class year. (To update the Season/Year list, go to the "Utilities" menu / "Seasons" .)

Current: Yes/No. If a Class/Activity record is for a previous year, you can mark it "No" in the "Current" field. When you do searches for Classes, the not current records are listed at the bottom.



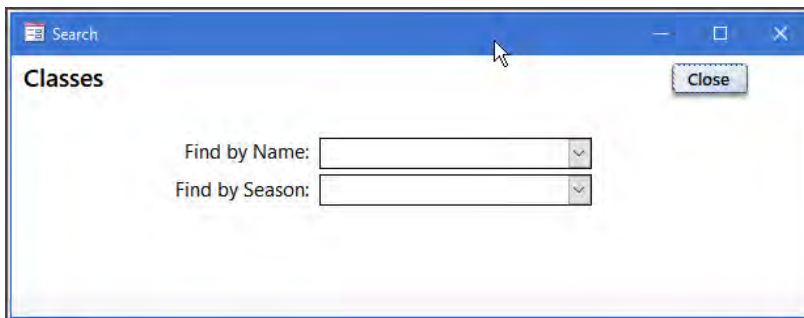
Director Name and Contact Information - Enter the name and any contact information that you consider important.

Location: The class room or location where this class meets.

Type of Ensemble: You can select the Type of Ensemble off the list. You can update the Types of Ensembles off the Utilities Menu.

Add Record: To add a new Class / Activity - click on the "Add Record" button. A blank screen will appear and you can enter the new record.

Search: You may search for a Class/Activity by clicking the "Search" button. You may search by Class/Activity Name or Season.



Delete Record: To delete a Class/Activity record, click on the "Delete Record" button at the bottom left of the Classes/Activities screen. You will be asked to confirm the deletion. There is no "Undo" after the record has been deleted.

Do you want to delete this record?

Do you want to delete this Classes record?

When you delete this record you will be deleting all the linked Uniform, Instruments, Equipment and People records associated with this activity.

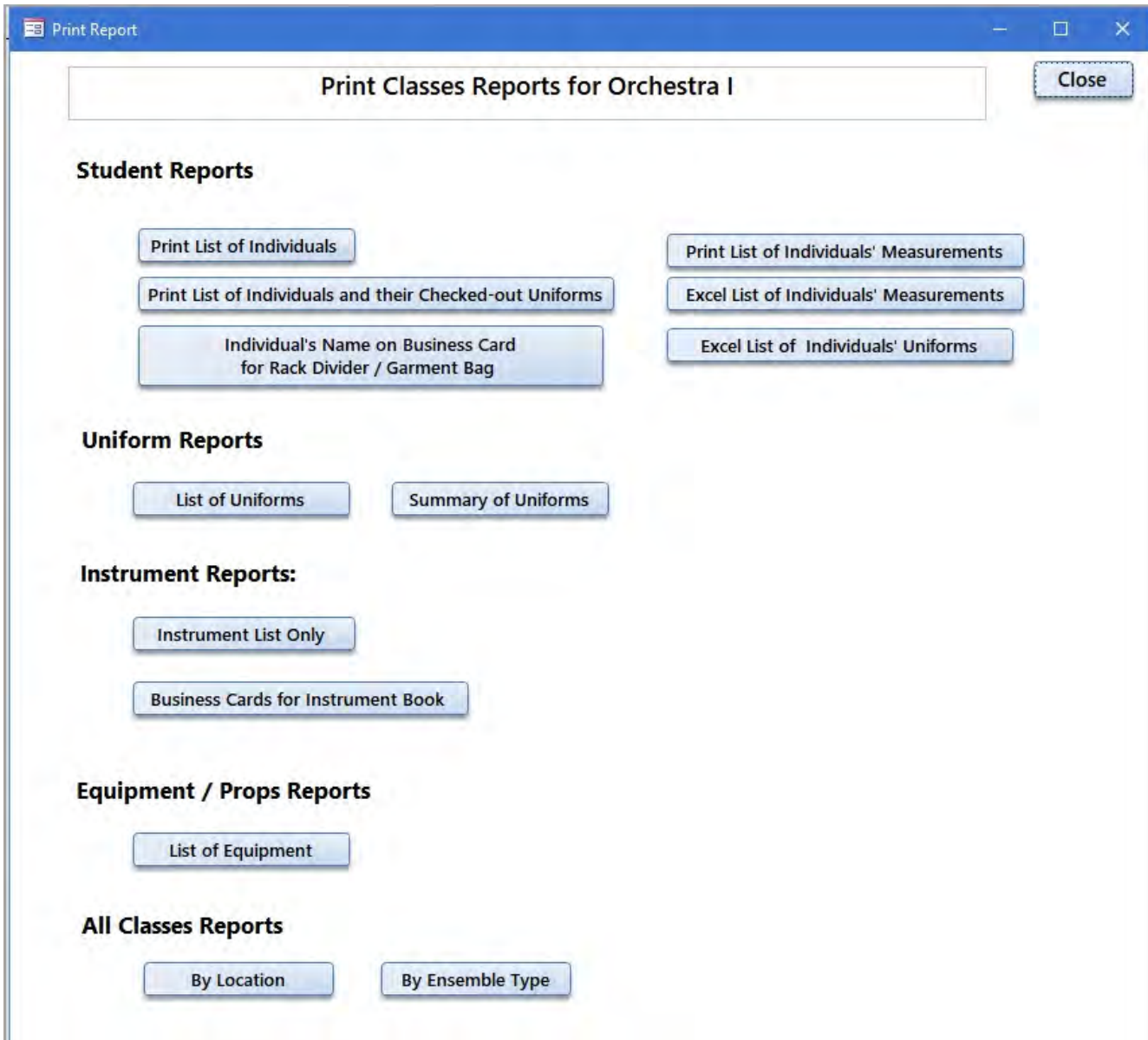
The individual Uniform, Instruments, Equipment and People records will not be affected.

You cannot undo this deletion.

# of Uniforms Linked:	<input type="text" value="162"/>	# of Pieces of Equipment Linked:	<input type="text" value="2"/>
# of Musical Instruments Linked:	<input type="text" value="11"/>	# of People Linked:	<input type="text" value="7"/>

Do you still want to delete this Classes record ?

Reports: You can print a variety of reports for each set of data: Students, Uniforms, Instruments and Equipment.



Here is an example of the "List of Individuals with their Checked-out Uniforms":

Central High School
Student's Uniform List

Marching Band

Bear, Yogi

Tag ID:	Uniform Name:	Uniform Type:	Color:	Size:
T001	Black Bow Tie	Tie	Black	ONE SIZE
G007	Gloves- Cotton	Gloves	White	M
G005	Gloves- Cotton	Gloves	White	S
G004	Gloves- Nylon	Gloves	White	ONE SIZE
0569	Blue Choir Robe	Choir Robe	Blue	ONE SIZE
0004	Marching Band Jacket	Jacket	White	32 (S)

Performer To Provide:

Total # of Uniforms: 6

Messick, Margaret

Tag ID:	Uniform Name:	Uniform Type:	Color:	Size:
P001	White plume with silver mylar	Plume	White	ONE SIZE -
H004	Marching Band Hat	Hat	Black	S
0090	Black Band Pants	Pants	Black	34, 38
0003	Marching Band Jacket	Jacket	White	32 (S)

Performer To Provide:

Total # of Uniforms: 4

Messick, Rosie

Tag ID:	Uniform Name:	Uniform Type:	Color:	Size:
T001	Black Bow Tie	Tie	Black	ONE SIZE
G007	Gloves- Cotton	Gloves	White	M

Performer To Provide:

Total # of Uniforms: 2

Smith, Susan

Tag ID:	Uniform Name:	Uniform Type:	Color:	Size:
0003	Marching Band Jacket	Jacket	White	32 (S)

Performer To Provide:

Total # of Uniforms: 1

of Students with Uniforms: 4

Total # of Uniforms: 13

The Summary of Uniforms - lists all the uniforms - grouped by uniform type and size with a count of the number of uniforms.

Central High School

Marching Band

List of Uniforms By Uniform Type, Size

Uniform Type:	Color:	Size:	Total # :	Cost :	Replacement Cost:
Gloves	White	ONE SIZE	1	\$2.50	\$205.00
Gloves	White	S	2	\$2.50	\$205.00
Gloves	White	M	7	\$2.50	\$205.00
Gloves	White	L	2	\$2.50	\$205.00

of Gloves: **12**

Hat	Black	S	9	\$675.00	\$675.00
Hat	Black	M	13	\$975.00	\$975.00
Hat	Black	L	13	\$975.00	\$975.00
Hat	Black	XL	9	\$675.00	\$675.00

of Hats: **44**

Jacket	White	32 (S)	10	\$3,250.00	\$3,500.00
Jacket	White	36 (M)	19	\$6,175.00	\$6,650.00
Jacket	White	40 (L)	10	\$3,250.00	\$3,500.00
Jacket	White	44 (XL)	10	\$3,250.00	\$3,500.00

of Jackets: **49**

Pants	Black	26, 30	1	\$150.00	\$150.00
Pants	Black	26, 38	9	\$1,350.00	\$1,350.00
Pants	Black	32, 38	1	\$150.00	\$150.00
Pants	Black	34, 38	9	\$1,350.00	\$1,350.00
Pants	Black	38, 38	10	\$1,500.00	\$1,500.00
Pants	Black	42, 40	10	\$1,500.00	\$1,500.00

Tabs with Related Records:

Uniforms

Classes Add Record Utilities Refresh Save and Close

Marching Band Reports Update Current Location:

Classes: Season / Year: Current: Quick Start

Director: Director Contact Info: Location:

Notes:

Uniforms **Instruments** Equipment People ID:

Uniform/Tag ID	Uniform Name	Uniform Description	Uniform Type	Color	Size	Storage Location	
0001	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View X
0002	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View X
0003	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View X
0004	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View X
0005	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View X
0006	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View X
0007	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View X
0008	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View X
0009	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View X
0010	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View X
0011	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	36 (M)	Main Storage	View X
0013	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	36 (M)	Main Storage	View X
0014	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	36 (M)	Main Storage	View X

of Uniforms: 158 * = Item listed more than once

Delete Record

To add a Uniform to a Class, go to a blank row and select the Uniform Tag ID from the Uniform Tag ID dropdown.

To delete a Uniform from a class, click on the "X" button on the far right side of the record.

To sort the list by Uniform Name, click on the small blue arrow above the Uniform Name field. To sort by Tag ID, click on the arrow above that field.

To view a Uniform record, click on the View button on the far right side of the record.

Instruments:

Uniforms **Instruments** Equipment People

Tag ID	Name	Description	Instrument Type	Color / Finish	
10012	Clarinet	Jean Paul Clarinet	Clarinet	Black	View X
10016	Snare Drum	Dynasty 14" x 5" Signature Profe	Snare Drum	Brown	View X
10017	Flute		Flute	Silver	View X
10018	Trumpet	Beginner trumpet	Trumpet	Brass	View X
10019	Trombone	Student grade trombone	Trombone	Brass	View X
10020	French Horn		French Horn	Brass	View X
10023	Flute		Flute	Silver	View X
10024	Flute	Beginner flute	Flute	Silver	View X
10025	Flute		Flute	Silver	View X
10027	Base Drum		Bass Drum	Red	View X
*					View X

of Musical Instruments: 10 * = Item listed more than once

Delete Record

Equipment

Tag ID	Equipment Name	Item	Manufacturer	Model		
1001	Digital Cameras	Camera digital	CANON	EOD 60D	View	X
1002	Carry-all bag	Carry-all Bag	Fuji		View	X
*					View	X

of Pieces of Equipment: 2 * = Item listed more than once

Delete Record

Students / Performers / People

Classes: Search Add Record Utilities Refresh Save and Close

Reports Update Current Location:

Classes: Season / Year: Current:

Director: Director Contact Info: Location: Quick Start

Notes:

Students	Class Year		
Bear, Yogi	2019	View	Delete from Activity
Messick, Margaret	2014	View	Delete from Activity
Messick, Peter	2011	View	Delete from Activity
Messick, Rosie	2019	View	Delete from Activity
Messick, Tim	2017	View	Delete from Activity
Smith, Joe		View	Delete from Activity
Smith, Susan	2020	View	Delete from Activity
*		View	Delete from Activity

of Students: 7 * = Individual listed more than once

Delete Record

For the students/performers in the class you can print a Measurement List with all the students names and places to fill in the measurements and clothing sizes. If no values have been entered you can write them in on the report and then transfer the data to each student's record at a later time.

Central High School Student Measurement List

Date Of Measurement

Class / Activity: Marching Band

Last Name	First Name	Class Year	Gender	Chest	Waist	Hip	InSeam	OutSeam	Jacket Size	Shirt Size	Pant Size	Dress Size	Skirt Size	Vest Size	Shoe Size
Bear	Yogi	2019	M						XL	XXL	46, 29		XXL	XXL	9DD
Messick	Margaret	2014	F						M	38	12	12	12	M	8
Messick	Peter	2011													
Messick	Rosie	2019													
Messick	Tim	2017													
Smith	Joe														
Smith	Susan	2020	F												

Instrumentation

You can list the Instrument / Choir parts for this Class.

Classes Search ◀ ▶ Add Record Utilities Refresh Save and Close

Marching Band Reports Update Current Location: ▾

Class: Season / Year: Current: Quick Start

Director: Director Contact Info: Location:

Type of Ensemble: Notes:

Uniforms Instruments Equipment People Instrumentation **Sheet Music**

▶	<input type="text" value="Clarinet"/>	<input type="button" value="View List"/>	<input type="button" value="✕"/>
	<input type="text" value="Flutes"/>	<input type="button" value="View List"/>	<input type="button" value="✕"/>
	<input type="text" value="Horns"/>	<input type="button" value="View List"/>	<input type="button" value="✕"/>
	<input type="text" value="Percussion"/>	<input type="button" value="View List"/>	<input type="button" value="✕"/>
	<input type="text" value="Trombone"/>	<input type="button" value="View List"/>	<input type="button" value="✕"/>
	<input type="text" value="Trumpet"/>	<input type="button" value="View List"/>	<input type="button" value="✕"/>
	<input type="text" value="Tubas"/>	<input type="button" value="View List"/>	<input type="button" value="✕"/>
*	<input type="text"/>	<input type="button" value="View List"/>	<input type="button" value="✕"/>

Sheet Music

You can select the Sheet Music that the class will be playing/singing in the current year. To select a piece of sheet music it must be entered on the Sheet Music screen first.

Classes

Search



Add Record

Utilities

Refresh

Save and Close

Orchestra I

Reports

Update Current Location:

Class: Orchestra I

Season / Year: 2018 - 2019

Current: Yes

Director: Margaret Messick

Director Contact Info:

Location: Class Room 234



Type of Ensemble: Orchestra

Notes:

Uniforms Instruments Equipment People Instrumentation Sheet Music

	Title	Type Of Ensemble	Composer	# Copies	Date of Publication	Publisher
▶	Hunting (from the Seasons - Opus 37a, No. 1)	Orchestra	Tschaikovsky, Peter I.	7	1965	International Music Company
	Pirates of the Caribbean	Orchestra	Badelt, Klaus	15	2004	Hal Leonard
*						

Delete Record

Students

Students / Performers / Individuals

Student List:

Selecting the "Students" option from the Main Menu opens a list of all Students. All Current students are listed first and 'Not Current' students are listed at the bottom of the list. The list can be sorted on several fields by using the small arrows above the fields. Look at the website for a [Resource Guide](#) (Music Dept Inventory / Manage Student Records) with a summary of this information.

To View/Edit a student record, click on the "View" button on the right side of the record. Several reports are available for all "Current" students.

Students													
		<input type="button" value="Add New Record"/>		<input type="button" value="Refresh List"/>		<input type="button" value="Set Photo Path"/>		<input type="button" value="Print List"/>		<input type="button" value="Print List by Activity"/>		<input type="button" value="Close"/>	
										<input type="button" value="Print Measurement List"/>			
Last Name:	First Name:	Home Phone:	Cell Phone:	E-Mail:	Contact Name:	Class Year:	Current	View					
▶ Bear	Yogi					2019	<input checked="" type="checkbox"/>	<input type="button" value="View"/>					
Jetson	Judy					2013	<input checked="" type="checkbox"/>	<input type="button" value="View"/>					
Jetson	Leroy					2017	<input checked="" type="checkbox"/>	<input type="button" value="View"/>					
Messick	Margaret	(530) 753-7143	(855) 468-8247	Margaret@uniforminventory.com		2014	<input checked="" type="checkbox"/>	<input type="button" value="View"/>					
Messick	Peter					2011	<input checked="" type="checkbox"/>	<input type="button" value="View"/>					
Messick	Rosie					2019	<input checked="" type="checkbox"/>	<input type="button" value="View"/>					
Messick	Tim					2017	<input checked="" type="checkbox"/>	<input type="button" value="View"/>					
Smith	Susan	(530) 753-7143	(855) 468-8247			2020	<input checked="" type="checkbox"/>	<input type="button" value="View"/>					
** Not Current	Jetson	George					<input type="checkbox"/>	<input type="button" value="View"/>					
*							<input checked="" type="checkbox"/>	<input type="button" value="View"/>					

Records can be created for students, performers, or other individuals in your Music Dept program. Creating a Student record allows you to assign them to Classes/Activities, check out uniforms, instruments, equipment or sheet music. You can enter their measurements and clothing sizes plus contact information. **Please note: The Music Dept Inventory Database is not a completely secure database.** Please do not enter personal data unless you have a way to secure all the files on your computer with a computer User Login (through Windows or your network software).

Students

Margaret Messick

First name: Last name: Student ID: Gender: Class Year:
 Home Phone: Cell Phone: Email:
 Address: Title:
 City: State: Zip/Postal Code:
 Parents/Other Contact: Contact Phone:
 Contact Cell Phone: Contact Email: Other Email:
 Allergies:
 Tattoos: Piercings:
 Notes:
 Photo Path: Current:




Image Controls

Features:

Add Record - Click on the "Add Record" button to add a new record.

Print Record - You can print the Student record to see all their information

Search - You can search by Student Name or ID

Delete Record - Click on "Delete Record" to delete the record. It is a good idea to keep student records even after they graduate as you can keep the checkout history. Mark the "Current" field as "no" after they graduate or leave the program. Non-current student records will not be included in reports or selections for checkout or Classes/Activities.

Load Photo - A single photo can be loaded to the student record. Click on Load Photo and select the photo you want. To set the Photo Path to the folder where all the photos are kept, click on the "Set Photo Path" button below the Image Control buttons.

Fields:

Name (first and last)

Student ID - The Student ID can be used to 'search' for a student or to check-out uniforms, instruments and equipment.

Gender

Class Year - This can be used for graduating year for students or year the performer started with the organization

Home and Cell phone

Email

Address

Title - if the Student or Performer has a particular role in the organization or if you are including parents or staff you can include a title here.

Parent or Other Contact Info

Allergies

Tattoos and Piercings

Notes

Tabs:

Measurements and Clothing Sizes

Measurements	Activities	Uniform Checkout History	Instrument Checkout History	Equipment Checkout History	Sheet Music							
Date Of Measurements: <input type="text" value="10/26/2017"/>												
Jacket Size:	<input type="text" value="M"/>	Shirt Size:	<input type="text" value="38"/>	Vest Size:	<input type="text" value="M"/>	Cummerbund Size:	<input type="text"/>	Hat Size:	<input type="text" value="M"/>			
Pant Size:	<input type="text" value="12"/>	Dress Size:	<input type="text" value="12"/>	Skirt Size:	<input type="text" value="12"/>	Leotard Size:	<input type="text" value="M"/>	Glove Size:	<input type="text" value="M"/>	Shoe Size:	<input type="text" value="8"/>	
Date Of Birth: <input type="text"/>						Age:	<input type="text"/>	years	Height:	<input type="text"/>	Weight:	<input type="text"/>
Bust/Chest:	<input type="text"/>	Cup Size:	<input type="text"/>	Shoulder Width:	<input type="text"/>							
Waist:	<input type="text"/>	Low Waist / High Hip	<input type="text"/>	Hip:	<input type="text"/>	Girth:	<input type="text"/>					
Head Circum:	<input type="text"/>	Forehead To Nape:	<input type="text"/>	Neck:	<input type="text"/>							
Arm Length:	<input type="text"/>	Armseye:	<input type="text"/>	Bicep:	<input type="text"/>	Wrist:	<input type="text"/>					
In Seam:	<input type="text"/>	Out Seam:	<input type="text"/>	Thigh:	<input type="text"/>	Calf:	<input type="text"/>	Ankle:	<input type="text"/>			
Neck To Waist:	<input type="text"/>	Waist to Knee:	<input type="text"/>	Waist To Hem:	<input type="text"/>							
Enter your own measurements here:						<input type="text" value="Knee to Ankle Length"/>	<input type="text" value="15"/>	<input type="text"/>	<input type="text"/>			
						<small>Description:</small>	<small>Measurement</small>	<small>Description:</small>	<small>Measurement</small>			

Enter a student/performer's measurements and clothing sizes here for future reference. The last 2 fields which say "Enter your own measurements here" are for measurements that you need but are not on the list. Enter a Description first then the actual measurement. See the sample with "Knee to Ankle length".

Classes/Activities

A student can be assigned to one or more classes or activities. You may select the Class/Activity here or select the Student/Performer from the [Classes/Activities](#) screen. You can also Delete a Class/Activity from the Student/Performer's list here.

Measurements	Activities	Uniform Checkout History	Instrument Checkout History	Equipment Checkout History	Sheet Music
--------------	------------	--------------------------	-----------------------------	----------------------------	-------------

Classes

▶	Senior Choir	View	Delete from Activity
	Marching Band	View	Delete from Activity
*		View	Delete from Activity

Uniform Checkout History

The Uniform Checkout History is a list of all the items this student has checked out. For more information on Checkouts go to the [Checkouts/Rentals](#) screen.

Measurements	Activities	Uniform Checkout History	Instrument Checkout History	Equipment Checkout History	Sheet Music
--------------	------------	--------------------------	-----------------------------	----------------------------	-------------

Tag ID:	Uniform Name:	Date Uniform Out	Return DueDate:	Date Uniform In	Fee Paid	Classes:	Receipt #	View Check-Out Record
▶ 0003	Marching Band Jacket	11/10/2017	6/1/2018	5/19/2018		Marching Band	5	<input type="button" value="View"/>
0090	Black Band Pants	11/10/2017	6/1/2018	5/19/2018		Marching Band	5	<input type="button" value="View"/>
H004	Marching Band Hat	11/10/2017	6/1/2018	5/19/2018		Marching Band	5	<input type="button" value="View"/>
P001	White plume with silver mylar	11/10/2017	6/1/2018	5/19/2018		Marching Band	5	<input type="button" value="View"/>
*								<input type="button" value="View"/>

The "*" next to Return Due shows if the item is overdue.

Instrument Checkout History

The Instrument Checkout History is a list of all the items this student has checked out.

Measurements	Activities	Uniform Checkout History	Instrument Checkout History	Equipment Checkout History	Sheet Music			
Receipt #:	Classes:	Tag ID:	Instrument Name:	Instrument Type:	Date Checked Out	Return DueDate:	Date Checked In	View Check-Out Record
▶ 5	Marching Band	10012	Clarinet	Clarinet	11/10/2017	5/1/2018 *		
*								
The "*" next to Return Due shows if the item is overdue.								

Equipment Checkout History

The Equipment Checkout History is a list of all the items this student has checked out.

Measurements	Activities	Uniform Checkout History	Instrument Checkout History	Equipment Checkout History	Sheet Music			
Tag ID:	Equipment Name:	Drum Corps	Item Type:	Date Equipment Out	Return DueDate:	Date Equipment Checked In	Receipt #	View Checkout
▶ F001	Flag - Blue and White	Drum Corps	Flag	11/10/2017	5/1/2018 *		5	
*								
The "*" next to Return Due shows if the item is overdue.								

Sheet Music Checkout History

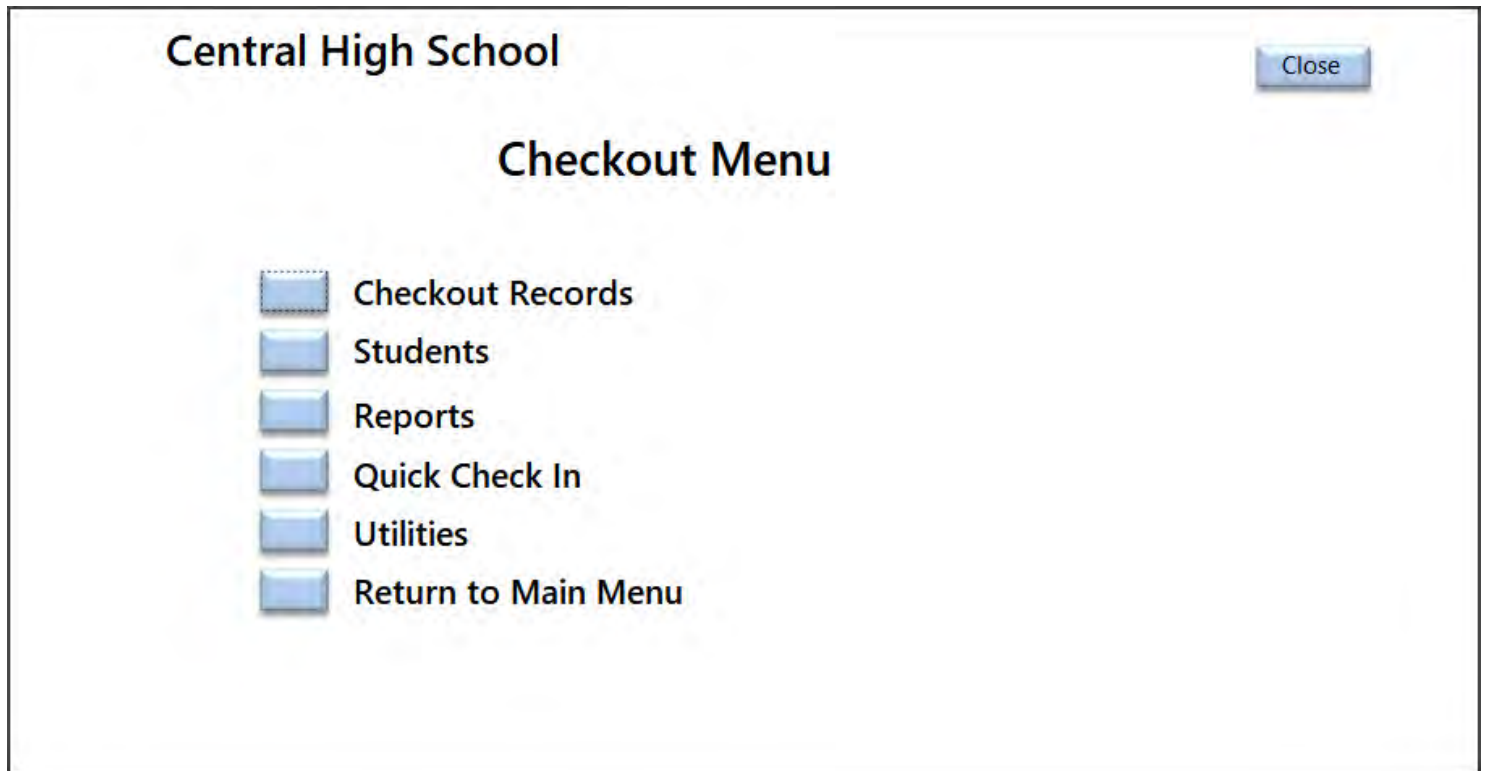
The Sheet Music Checkout History is a list of all the items this student has checked out. If an item is overdue there will be a red *.

Script Title	Script #	Part	Due Date	Publication Type	Date Checked Out	Date Checked In	Checked In ?	
▶ Some Skunk Funk	1029	Piano	12/1/2017 *	Music	10/26/2017		<input type="checkbox"/>	View
LET'S FACE THE MUSIC AND DANCE	1501		12/15/2017 *	Music	11/9/2017		<input type="checkbox"/>	View
Hunting (from the Seasons - Opus 37	2001	Conductor's Score	10/5/2017	Music	10/26/2017	10/26/2017	<input checked="" type="checkbox"/>	View
* [Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	<input type="checkbox"/>	View

Checkouts (Rentals)

Checkouts and Rentals

Uniforms, Instruments, and Equipment may be checked out on the Checkouts screen. Sheet Music is checked out in the Sheet Music screen.



Just a reminder - before you can check anything out you need to create the item (Uniform, Instrument, Equipment) record first. Next create the Student/Performer record. Then you can check out items to your students / performers.

Click on these shortcuts to view all the screens.

[Checkouts](#)

[Students](#)

[Reports](#)

[Quick Check-in](#)

[Utilities](#)

Checkouts

Checkouts (or Rentals)

Checkouts - Uniforms, Instruments & Equipment

Search
⏪
⏩
New Check-Out
Refresh
Save and Close

Select Individual:
ID:

Contract Date:
Receipt #:

Balance Due:

Student ID:
Classes:
Status:

Date Uniforms/Equipment Out:
* Return Due Date:

Return Due Time:

Total Rental Fees:

Discount:
Sales Tax:
\$0.00
Rental Total:
Fees Paid:
Date Fee Paid:*

Deposit:
Deposit Paid:*
Late Fee:
Late Fee Paid: *
Damage/ Cleaning Fee:
D/C Fee Paid:*

Shop Staff:
Check-Out Comments:
 Include Comments on Receipt

Notes:
 Include Notes on Receipt

Uniforms
Instruments
Equipment
Payment Details / Info

Uniform Check-out

Add Record	Find Tag ID:	Change Status from 'Checked In' to:					
Tag ID #	Name	Check-Out Date:*	Return Due Date:	Check-In Date:*			
<input type="button" value="0090"/>	<input type="text" value="Black Band Pants"/>	<input type="text" value="11/10/2017"/>	<input type="text" value="6/1/2018"/>	<input type="text" value="5/19/2018"/>			
	Rental Fee: <input type="text" value="\$0.00"/>	Check-Out Comments: <input type="text"/>	Check-In Comments: <input type="text"/>	<input type="button" value="View Uniform"/>	<input type="button" value="Delete Check-Out"/>		
<input type="button" value="H004"/>	<input type="text" value="Marching Band Hat"/>	<input type="text" value="11/10/2017"/>	<input type="text" value="6/1/2018"/>	<input type="text" value="5/19/2018"/>			
	Rental Fee: <input type="text" value="\$0.00"/>	Check-Out Comments: <input type="text"/>	Check-In Comments: <input type="text"/>	<input type="button" value="View Uniform"/>	<input type="button" value="Delete Check-Out"/>		
<input type="button" value="0003"/>	<input type="text" value="Marching Band Jacket"/>	<input type="text" value="11/10/2017"/>	<input type="text" value="6/1/2018"/>	<input type="text" value="5/19/2018"/>			
	Rental Fee: <input type="text" value="\$0.00"/>	Check-Out Comments: <input type="text"/>	Check-In Comments: <input type="text"/>	<input type="button" value="View Uniform"/>	<input type="button" value="Delete Check-Out"/>		
<input type="button" value="P001"/>	<input type="text" value="White plume with silver mylar"/>	<input type="text" value="11/10/2017"/>	<input type="text" value="6/1/2018"/>	<input type="text" value="5/19/2018"/>			
	Rental Fee: <input type="text" value="\$0.00"/>	Check-Out Comments: <input type="text"/>	Check-In Comments: <input type="text"/>	<input type="button" value="View Uniform"/>	<input type="button" value="Delete Check-Out"/>		
<input type="button" value="*"/>	<input type="text"/>	<input type="text" value="11/10/2017"/>	<input type="text" value="6/1/2018"/>	<input type="text"/>			
	Rental Fee: <input type="text"/>	Check-Out Comments: <input type="text"/>	Check-In Comments: <input type="text"/>	<input type="button" value="View Uniform"/>	<input type="button" value="Delete Check-Out"/>		

of Uniforms:

* - Double-click on the date field for today's date.
Please select the Performance / Production first to see only those Ensembles.

You can also change the wording on this form to not say "Receipt" but any word you choose (Contract, Invoice, etc.). Go to the Checkout-Utilities to see how to change the wording.

Receipts:

There are many 3 types of receipts that can be printed -

Receipt (no photos) This report has 2 lines of details for each item checked out. It includes a barcode that can be scanned to use for the Quick Check-in. Often, a checkout receipt will go to more than 1 page. Look for the page numbers at the bottom right edge. The totals for each type of item (Uniforms, Instruments, Equipment) are at the bottom of each section.

Central High School

PO 4347 Davis, CA 95617 USA (855) 468-8247

Checkout Receipt

Member: Messick, Margaret **Contract Date:** 11/10/2017 **Receipt #:** 5 **Balance Due:** **\$25.00**

Date Checked Out: 11/10/2017 **Return Due Date:** 6/1/2018

Phone: (530) 753-7143 **Cell Phone:** (855) 468-8247 **Email:** Margaret@uniforminventory.com **Student ID:** 123789

Organization: _____ **Payment Method:** _____

Total Fee: \$25.00 **Discount:** _____ **Sales Tax:** (0.00%) \$0.00 **Rental Total:** \$25.00 **Fees Paid:** \$0.00 **Date Fee Paid:** _____

Deposit: \$0.00 **Date Dep Paid:** _____ **Late Fee:** _____ **Late Fee Paid:** _____ **D/C Fee:** _____ **D/C Fee Paid:** _____

Classes: Marching Band **Staff:** _____

Uniforms Checked-Out:

Tag ID:	Uniform Name:	Uniform Type:	Color:	Rental Fee:	Replacement Cost:	Checked in?	Return Due Date:
0003	Marching Band Jacket	Jacket	White	\$0.00	\$350.00	<input checked="" type="checkbox"/>	6/1/2018
Description: Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. 'Bo							
0090	Black Band Pants	Pants	Black	\$0.00	\$150.00	<input checked="" type="checkbox"/>	6/1/2018
Description: Black pants with white strip and yellow outline of stripe. White suspenders							
H004	Marching Band Hat	Hat	Black	\$0.00	\$75.00	<input checked="" type="checkbox"/>	6/1/2018
Description: Stanbury black hat with silver detail. Shown with white plume which is stored separatel							
P001	White plume with silver mylar	Plume	White	\$0.00	\$15.00	<input checked="" type="checkbox"/>	6/1/2018
Description: 8" White with silver mylar Plume to go on Stanbury hat							
# of Individual Uniforms: 4				Total Fees for Uniforms: \$0.00			

Date Printed: Sunday, May 20, 2018

Page 1 of 2


Central High School

PO 4347 Davis, CA 95617 USA (855) 468-8247

Checkout Receipt

Member: **Messick, Margaret** Contract Date: 11/10/2017 Receipt #: 5 Balance Due: **\$25.00**

Date Checked Out: 11/10/2017 Return Due Date: 6/1/2018

Instruments Checked-Out:									
Check-Out:	Check-In:	Tag ID:	Name:	Instrument:	Color/Finish:	Rental Fee:	Replacement Cost:	Checked in?	Return Due Date:
11/10/2017	5/20/2018	10012	Clarinet	Clarinet	Black	\$25.00	\$350.00	<input checked="" type="checkbox"/>	5/1/2018
									
Total # of Instruments Checked Out: 1				Total Rental Fees: \$25.00					

Equipment Pieces Checked-Out:									
Check-Out:	Check-In:	Tag ID:	Equipment Name:	Item:	Serial Number:	Rental Fee:	Replacement Cost:	Checked in?	Return Due Date:
11/10/2017	5/20/2018	F 001	Flag - Blue and White	Flag		\$0.00	\$35.00	<input checked="" type="checkbox"/>	5/1/2018
									
						Comments:			
11/10/2017	5/20/2018	FP004	Flag Pole	Flag Pole				<input checked="" type="checkbox"/>	6/1/2018
									
						Comments:			
Total # of Equipment Pieces Checked Out: 2				Total Rental Fees: \$0.00					

I agree to return all uniforms, instruments and equipment in the same condition that they were when I rented them.

Signed: _____ Date: _____

Receipt with Photos - If you want to include photos of each item - use this report. This report is often more than one page. (Only page 1 is shown here but the receipt is 3 pages long.)

Central High School

PO 4347
Davis, CA 95617 USA
(855) 468-8247

Check-Out Receipt

Member: Messick, Margaret

Receipt #: 5

Balance **\$25.00**

Due:

Date Checked Out: 11/10/2017

Return Due Date: 6/1/2018

Phone: (530) 753-7143 Cell Phone: (855) 468-8247 Student ID: 123789 Staff:

Email: Margaret@uniforminventory.com

Organization: Payment Method:







Total Fee: \$25.00 Discount: Sales Tax: (0.00%) \$0.00 Rental Total: \$25.00

Deposit: \$0.00 Date Dep Paid: Fees Paid: \$0.00 Date Fee Paid:

Late Fee: Late Fee Paid: Damage/Cleaning Fee: D/C Fee Paid:

Classes: Marching Band

Uniforms Checked-Out:

Tag ID:	Uniform Name:	Checked in?	Return Due Date:					
0003	Marching Band Jacket	<input checked="" type="checkbox"/>	6/1/2018					
Costume Type:	Jacket	Color:	White		Rental Fee: \$0.00			
Description:	Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. 'Botkins' on Sleeves. Back is black with gold sides and trim.							
Comments:								
Chest: 32	Waist: 30	Hips:	Neck:	Sleeves: 22	Inseam:	Neck-to-W:	W to-Hem:	Replacement Cost: \$350.00
								
0090	Black Band Pants	<input checked="" type="checkbox"/>	6/1/2018					
Costume Type:	Pants	Color:	Black		Rental Fee: \$0.00			
Description:	Black pants with white strip and yellow outline of stripe. White suspenders							
Comments:								
Chest:	Waist: 34	Hips:	Neck:	Sleeves:	Inseam:	Neck-to-W:	W to-Hem:	Replacement Cost: \$150.00
								
H004	Marching Band Hat	<input checked="" type="checkbox"/>	6/1/2018					
Costume Type:	Hat	Color:	Black		Rental Fee: \$0.00			
Description:	Stanbury black hat with silver detail. Shown with white plume which is stored separately.							
Comments:								
Chest:	Waist:	Hips:	Neck:	Sleeves:	Inseam:	Neck-to-W:	W to-Hem:	Replacement Cost: \$75.00
								

Brief Receipt (less details - fewer pages printed).

Central High School

PO 4347 Davis, CA 95617 USA (855) 468-8247

Check-Out Receipt

Member: **Smith, Susan** Contract Date: 5/19/2018 Receipt #: 6 Balance Due: **\$25.00**
 Date Checked Out: 5/19/2018 Return Due Date: 6/21/2018
 Phone: (530) 753-7143 Cell Phone: (855) 468-8247 EMail: _____ ID #: 548755
 Organization: _____ Payment Method: _____ Staff: _____
 Total Fee: **\$25.00** Discount: _____ Sales Tax: (0.00%) \$0.00 Rental Total: **\$25.00** Fees Paid: \$0.00 Date Fee Paid: _____
 Deposit: **\$0.00** Date Dep Paid: _____ Late Fee: _____ Late Fee Paid: _____ D/C Fee: _____ D/C Fee Paid: _____

Uniforms Checked-Out:							
Tag ID:	Uniform Name:	Uniform Type:	Color:	Rental Fee:	Replacement Cost:	Checked in?	Return Due Date:
0003	Marching Band Jacket	Jacket	White	\$0.00	\$350.00	<input checked="" type="checkbox"/>	6/21/2018
# of Individual Uniforms: 1		Total Fees for Uniforms:		\$0.00			

Instruments Checked-Out:							
Tag ID:	Name:	Instrument:	Color:	Rental Fee:	Replacement Cost:	Checked in?	Return Due Date:
10017	Flute	Flute	Silver	\$25.00		<input checked="" type="checkbox"/>	6/21/2018
Total # of Instruments Checked Out: 1		Total Rental Fees for Instruments:		\$25.00			

Equipment Pieces Checked-Out:									
Check-Out:	Check-In:	Tag ID:	Equipment Name:	Item:	Serial Number:	Rental Fee:	Replacement Cost:	Checked in?	Return Due Date:
5/19/2018		FP003	Flag Pole Cart	Cart				<input type="checkbox"/>	6/21/2018
Total # of Equipment Pieces Checked Out: 1				Total Equipment Rental Fees:					

I agree to return all uniforms, instruments and equipment in the same condition that they were when I rented them.

Signed: _____ Date: _____

The receipt title (Checkout Receipt) can also be changed. A barcode of the Receipt# can be printed in the upper right corner. See the Checkout Utilities menu.

You can also choose to include your school logo in the upper left corner.

Add Logo to Checkout / Rental Receipts - You can now add a 2nd logo to the Company Setup screen that will print on the Checkout / Rental Receipts. The logo on the left is for the data entry screens and main menu. The logo on the right is for Checkout / Rental Receipts/reports.

- a) At the bottom on the screen - select "Yes" for the 'Logo in Receipts' question.
- b) Click on the "Load Logo" button to link the image to the database. Note - this is a linked image. If the logo file is moved or renamed - it won't be found to print on the receipt. Please use a black and white *.jpg or *.png file.

Company Setup

Music Dept Inventory Database Setup


Save and Close


Welcome !
Please fill in the information below so that the program can be set up to work with your professional company or school.

Quick Start

Company/School Setup

Company / School Name: Startup Date:

Screen Logo: 

B /W Logo For Checkout Receipts: 

Contact Person: Phone: Email:

Address:

City: State: Zip/ Postal Code: Country:

Application Setup

Application Title: Class/Dept Title: Checkout Title:

Individuals (People) Title: Equipment Title:

SECURITY: Do you want to REQUIRE users to Log-in ?

Spell Check: Do you want to use Spell Check ? You must have MS Office (i.e. Word) installed.

Sales Tax (%): ** Please note that each Individual and Organization record has a field which asks "Charge Sales Tax? ". If this field is marked "Yes" and the Sales Tax field has a value >0 the customer will be charge sales tax on their rental. The default value is "Yes".

Logo on Receipts ? Do you want to Include Your Logo On Checkout / Rental Receipts ?

Students

Students

In order to checkout items each student / performer needs to have a Student/Performer record. Go to the [Students](#) section of the User Guide.

Checkout Reports

Checkout Reports

There are many reports available to summarize the Checkouts.

Checkout Reports

Close

List of all Rental Records for Classes: Sorted by Classes:

Print All Individuals Check-Out Receipts for Classes:

List of All Checkout Receipts for Performer/Individual:

List of Multiples for Classes:

List of All Uniforms Still Checked Out: List of All Instruments Still Checked Out:

List of All Uniforms/Instruments Past Return Due Date:

Summary List of Individuals/Org with Items Still Checked Out:

List of Individuals/Org with Balance Due:

Reports of Rentals between these dates: Start Date: End Date:

Most of these reports are pretty self explanatory.

The **List of Multiples for Classes** is a report that will list all the uniform items that are marked as multiples and may not have a tag ID in them. You can print this report to have ready when you are checking out the Bow Ties. You can scan the barcode on this report each time you need to check out a bow tie.

For example - Bow Ties - they are small and not very expensive items. They do not have a tag on each one.

Central High School

Orchestra I

List of Uniform Tag ID's which have Multiple Pieces

Size

Tag ID:	T001	Black Bow Tie	ONE SIZE
---------	------	---------------	----------



T001

Quick Check-in

Quick Check-in

To make checking in Uniforms, Instruments and Equipment faster - there is the Quick Check In menu.

Quick Check-in

[Close](#)

- [Uniform Check In](#)
- [Instrument Check In](#)
- [Equipment Check In](#)

Each Quick Check-in screen allows you to scan the barcode of the item to check it in.

Uniform Quick Check-in

Quick Uniform Check-In

[Close](#)

Scan a Tag ID with a scanner or select Tag ID

Check-In Date / Time: 5/20/2018 11:06:17 AM

Enter Uniform Number:

Check-In Date: 5/20/2018

Check-In Comments:

[Report of Uniforms Checked In Today by Storage Location](#)

[Save](#)

List of Uniforms Checked In Today [Refresh List](#)

Tag ID		Student	Storage Location:	Check-In Date / Time
0003	Marching Band Jacket	Susan Smith	Main Storage Rack 1	5/20/2018 11:06:04 AM

This is a list of everything checked in today.

Instrument Quick Check-in

Instruments may have a Tag ID label on the instrument or on the case.

Quick Instrument Check-In

[Close](#)

Scan a Tag ID with a scanner or select Tag ID

Enter Instrument Number:

Check-In Date:

Check-In Date:

Check-In Comments:

List of Instruments Checked In Today

Tag ID:	Prop:	Student	Storage Location:	Check-In Date :
10012	Clarinet	Margaret Messick	Closet 2 Shelf 10	5/20/2018
10014	Violin	Rosie Messick	Closet 2 Shelf 10	5/20/2018
10017	Flute	Susan Smith	Closet 2 Shelf 3	5/20/2018

This is a list of everything checked in today.

Equipment Quick Check-in

Quick Equipment Check-In

Close

Check-In Date: 5/20/2018

Enter Equipment Number:

Check-In Date:

List of Equipment Checked In Today

Print List with Storage Locations

Tag ID:		Student	Check-In Date:
1001	Digital Cameras	Yogi Bear	5/20/2018
F001	Flag - Blue and White	Margaret Messick	5/20/2018
F003	Flag - Blue and White	Judy Jetson	5/20/2018
F006	Flag - Blue and White	Leroy Jetson	5/20/2018
F010	Flag - Blue and White	Rosie Messick	5/20/2018
FP001	Flag Pole	Rosie Messick	5/20/2018
FP002	Flag Pole	Leroy Jetson	5/20/2018
FP004	Flag Pole	Margaret Messick	5/20/2018
FP005	Flag Pole	Judy Jetson	5/20/2018

Utilities

Checkout Utilities

Checkout Utilities

- Payment Method
- Receipt Utilities: Titles, Print Receipt Barcode
- Rental Agreement
- View List of Uniforms marked as Checked IN when still Checked OUT
- Return to the Rental Menu

There are four Utility tables that can be updated.

Payment Method - If you record the Payment Method (Check, Credit Card, Cash, etc.) for the Checkout - you can update the options here.

Receipt Utilities: Select the wording for the Check-out Receipts.

- Select Receipt Utilities - Titles, Print Receipt Barcode
- On this screen you can select one of the options or add your own.

For the wording on the Checkout screen - select the word you want to use instead of "Receipt #".
For the wording on the Checkout reports - enter the word for the Report Title.
If you want to have a barcode for the Receipt # print in the upper right corner of the printout (so you can find the checkout record quickly when someone comes in to check things back in), click on the checkbox. When you create a receipt/contract/invoice be sure to use a 3 digit number (001, 121, 2018-7-20, etc) so that the Barcode will be printed correctly.


Receipt Printing Utilities

Add Text

Close

	Receipt #	Report Title	Select	Print Receipt # Barcode ?
▶	Contract #	Contract	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Invoice #	Invoice	<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>
	Receipt #	Receipt	<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>
*			<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>


Here is a sample of the new checkout 'receipt' file using the titles of "Contract"



Logo

Central High School
123 Main Street Davis, CA 95617 USA (855) 468-8247

Contract # 004



Barcode of the Contract #





Checkout Contract **New wording**

Member: Messick, Rosie **Contract Date:** 11/5/2017 **Contract #:** 004 **Balance Due:** \$35.00
Date Checked Out: 11/5/2017 **Return Due Date:** 7/26/2018

Phone: _____ **Cell Phone:** _____ **Email:** _____ **Student ID:** 65854
Class: Marching Band **Payment Method:** _____

Total Fee: \$35.00 **Discount:** _____ **Sales Tax:** (0.00%) \$0.00 **Rental Total:** \$35.00 **Fees Paid:** \$0.00 **Date Fee Paid:** _____
Deposit: \$0.00 **Date Dep Paid:** _____ **Late Fee:** _____ **Late Fee Paid:** _____ **D/C Fee:** _____ **D/C Fee Paid:** _____
Classes Marching Band **Staff:** _____

Uniforms Checked-Out:

Tag ID:	Uniform Name:	Uniform Type:	Color:	Rental Fee:	Replacement Cost:	Checked in?	Return Due Date:
0009	Marching Band Jacket	Jacket	White	\$0.00	\$350.00	<input type="checkbox"/>	
Description: Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. 'Bo							
							
0018	Marching Band Jacket	Jacket	White	\$0.00	\$350.00	<input type="checkbox"/>	
Description: Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. 'Bo							
							
G007	Gloves - Cotton	Gloves	White	\$0.00	\$205.00	<input checked="" type="checkbox"/>	
Description: Cotton Gloves							
							
T001	Black Bow Tie	Tie	Black	\$0.00	\$1.50	<input checked="" type="checkbox"/>	
Description: Pre-tied black satin bow tie							
							
# of Individual Uniforms: 4				Total Fees for Uniforms: \$0.00			

Date Printed: July 18, 2018 Page 1 of 2

Rental Agreement - At the bottom of each receipt is a statement that you can edit. Enter any text you wish.

Rental Agreement

Add New Text Save and Close

Rental Agreement text for the bottom of the Rental Receipt:

I agree to return all uniforms, instruments and equipment in the same condition that they were when I rented them.



* [Empty text box]



Central High School

PO 4347 Davis, CA 95617 USA (855) 468-8247

Check-Out Receipt

Member: **Smith, Susan** Contract Date: 5/19/2018 Receipt #: 6 Balance Due: **\$25.00**

Date Checked Out: 5/19/2018 Return Due Date: 6/21/2018

Phone: (530) 753-7143 Cell Phone: (855) 468-8247 Email: _____ ID #: 548755

Organization: _____ Payment Method: _____ Staff: _____

Total Fee: **\$25.00** Discount: _____ Sales Tax: (0.00%) **\$0.00** Rental Total: **\$25.00** Fees Paid: **\$0.00** Date Fee Paid: _____

Deposit: **\$0.00** Date Dep Paid: _____ Late Fee: _____ Late Fee Paid: _____ D/C Fee: _____ D/C Fee Paid: _____

Uniforms Checked-Out:

Tag ID:	Uniform Name:	Uniform Type:	Color:	Rental Fee:	Replacement Cost:	Checked in?	Return Due Date:
0003	Marching Band Jacket	Jacket	White	\$0.00	\$350.00	<input checked="" type="checkbox"/>	6/21/2018
# of Individual Uniforms: 1		Total Fees for Uniforms:		\$0.00			

Instruments Checked-Out:

Tag ID:	Name:	Instrument:	Color:	Rental Fee:	Replacement Cost:	Checked in?	Return Due Date:
10017	Flute	Flute	Silver	\$25.00		<input checked="" type="checkbox"/>	6/21/2018
Total # of Instruments Checked Out: 1		Total Rental Fees for Instruments:		\$25.00			

Equipment Pieces Checked-Out:

Check-Out:	Check-In:	Tag ID:	Equipment Name:	Item:	Serial Number:	Rental Fee:	Replacement Cost:	Checked in?	Return Due Date:
5/19/2018		FP003	Flag Pole Cart	Cart				<input type="checkbox"/>	6/21/2018
Total # of Equipment Pieces Checked Out:			1	Total Equipment Rental Fees:					

I agree to return all uniforms, instruments and equipment in the same condition that they were when I rented them.

Signed: _____ Date: _____

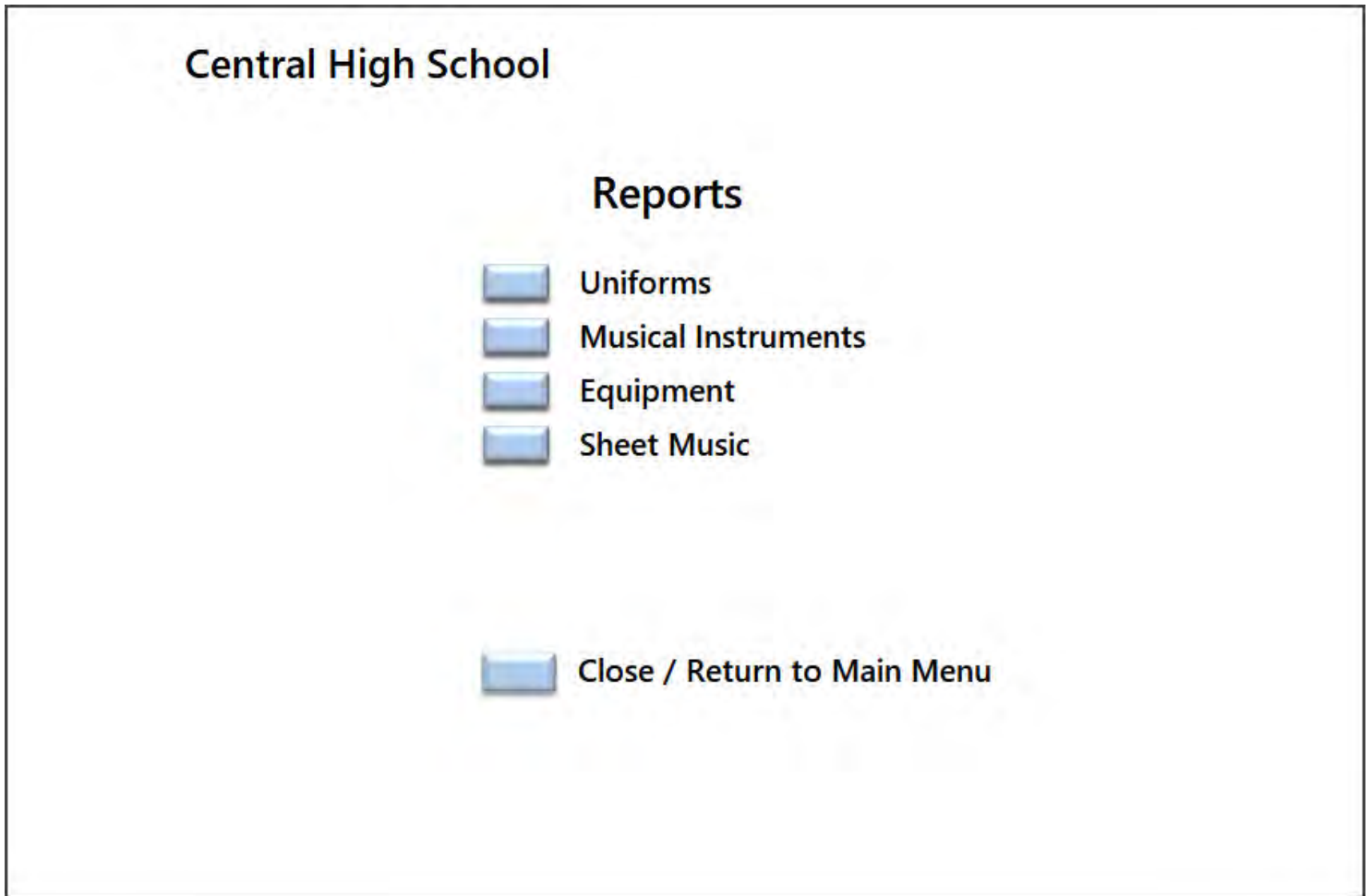


This is the Rental Agreement text.

Reports

Reports Main Menu

The Reports Main Menu has the menu for each module's reports.



Remember - all reports can be printed to a printer or a [PDF file](#). Instructions for printing to a PDF are in [Appendix I](#)

[Uniform Reports](#)

[Musical Instrument Reports](#)

[Equipment Reports](#)

[Sheet Music Reports](#)

Utilities

Utilities Main Menu

Utilities	
Company Information	Module Utilities
<input type="checkbox"/> Company / Application Information	<input type="checkbox"/> Uniforms Utilities
<input type="checkbox"/> View List of Installed Modules / Install New Module	<input type="checkbox"/> Musical Instruments Utilities
	<input type="checkbox"/> Equipment Utilities
	<input type="checkbox"/> Sheet Music Utilities
Utilities	
<input type="checkbox"/> Make a Backup Copy of the Database	
<input type="checkbox"/> Database Statistics (How many records, etc.)	
<input type="checkbox"/> Export to Excel	
<input type="checkbox"/> Instructions for Installing Bar Code Font	
<input type="checkbox"/> View Software Registration Key	
<input type="checkbox"/> Set up Folder for Photos	
<input type="checkbox"/> Re-link Data Tables	<small>This feature only works in the Full Version of MS Access</small>
<input type="checkbox"/> Print Box Numbers	
<input type="checkbox"/> List of Years (Class Year, Year Started)	
Application Titles	Class/Activity Utilities
<input type="checkbox"/> Application Title	<input type="checkbox"/> Class Location
<input type="checkbox"/> Activities/Classes Title	<input type="checkbox"/> Instrumentation
<input type="checkbox"/> Checkout Title	<input type="checkbox"/> Seasons / School Year
<input type="checkbox"/> Title for Students/Performers	<input type="checkbox"/> Type of Ensemble
<input type="checkbox"/> Title for Equipment / Props	
	Student/Performer Utilities
	<input type="checkbox"/> Class Year
	<input type="checkbox"/> Gender

The Utilities Menu has several sections:

Company Information -

- 1) Company Information - you can enter details about your school / band or company. You can also select the titles for the database, the performers, the checkouts, etc.
- 2) View List of Installed Modules - this screen allows you to un-install or re-install modules - Uniforms, Musical Instruments, Equipment and Sheet Music. [Click here](#) for more info.

Utilities - These are utilities for the database as a whole. [Click here](#) for more information on the general utilities.

Application Titles - These are groups of tables where you may add a new title to use to identify a module in the database. These tables update the drop-down boxes in the Company / Application information form.

Module Utilities - These menus are to let you update look-up tables for each module and do other functions specific to a module (update storage locations, etc)

Class/Activity Utilities - This allows you to update the Class Location, Instrumentation, Seasons (i.e. 2018 - 2019, 2019 - 2020, etc.) and Type of Ensemble

Student Performer Utilities - You can update the Class Year (Same as List of Years) and Gender

Company / Setup Information

These Utilities are for setting up preferences in the database.

Company Information - you can enter details about your school / band or company. You can also select the titles for the database, the performers, the checkouts, etc.

The screenshot shows a web-based setup interface for a music department inventory database. The window title is 'Company Setup'. The main heading is 'Music Dept Inventory Database Setup' with a 'Save and Close' button in the top right. A 'Welcome!' message and instructions are displayed. The 'Company/School Setup' section includes fields for 'Company / School Name' (Central High School), 'Startup Date' (4/1/2018), a 'Screen Logo' (CHS) with 'Load Image', 'Zoom In', 'Zoom Out', 'Zoom Fit', and 'Delete Image' buttons, and a 'B /W Logo For Checkout Receipts' (Central High School Music Department) with 'Load Logo' and 'Delete Logo' buttons. Contact information fields include 'Contact Person' (George Smith), 'Phone' ((855) 468-8247), 'Email', 'Address' (123 Main Street), 'City' (Davis), 'State' (CA), 'Zip/ Postal Code' (95617), and 'Country' (USA). The 'Application Setup' section features dropdown menus for 'Application Title' (Music Dept), 'Class/Dept Title' (Classes), 'Checkout Title' (Checkout), 'Individuals (People) Title' (Student), and 'Equipment Title' (Equipment / Props). Security and spell check options are set to 'No' and 'Yes' respectively. 'Sales Tax (%)' is set to 0.000%. A 'Logo on Receipts?' option is set to 'Yes'. A 'View / Edit Modules and Paths for Photos' button is at the bottom.

- 1) **The Company/School Name** is not required but the program will ask for each time until something is filled in.
- 2) **Screen Logo** - this is optional but if you would like it to appear on the main menu you can load a *.jpg or *.png file. **B&W Logo for Checkout Receipts:** This is a logo that you can print on the checkout receipts. Be sure to check the box at the bottom "Do you want to include you logo on Checkout Receipts?" See an example of the receipt with the logo [here](#):
- 3) **Contact Name** - this is good to have in case someone wants to get in touch with someone about the database.
- 4) **Address** - If you rent/checkout any uniforms or equipment you will want to print out a receipt. The Company/School Name, Address, City/State will appear at the top of the receipt - which is helpful to the person checking the items out.
- 5) **Application Setup:**
 - a. **Titles** - You can change the title of the Application (from Music Dept to something else). There is a list of possible options (Uniform Inventory Database, School Inventory, etc). If none of

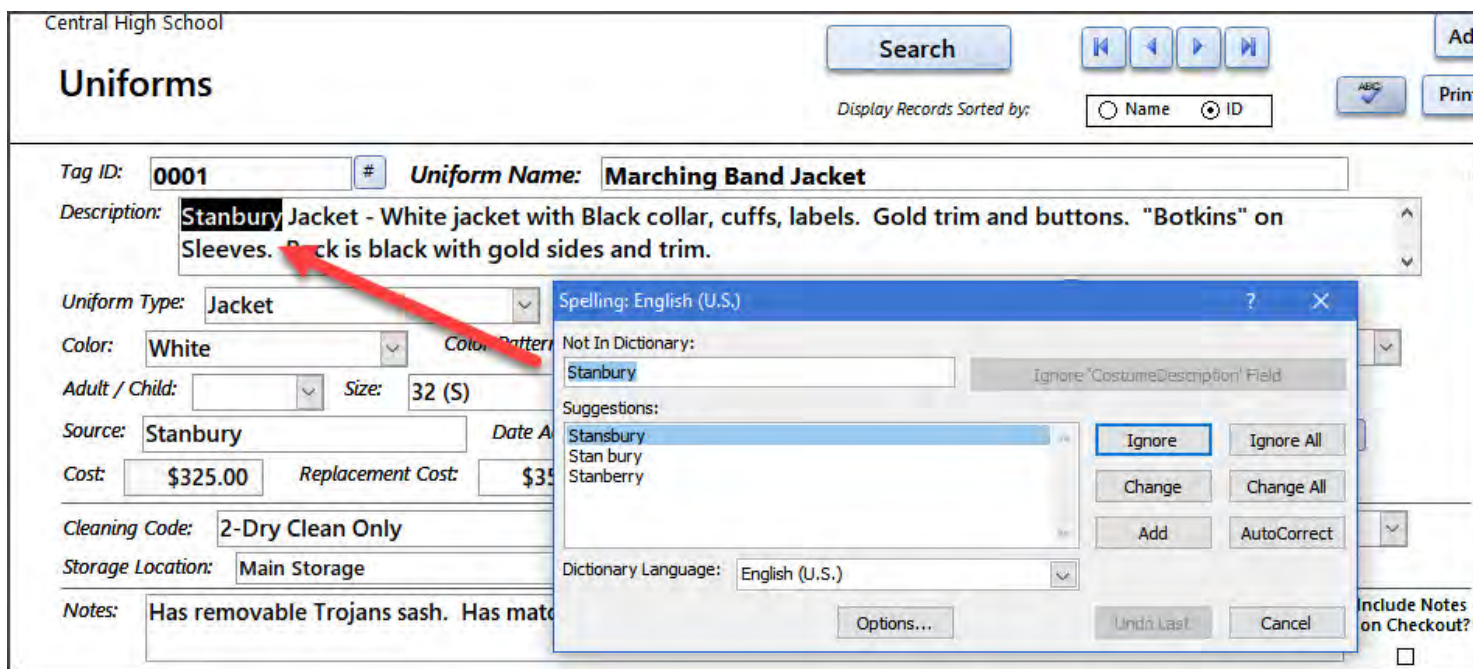
these are what you want you can go back to the main Utilities Menu and look for the [Applications Titles](#) options. You can add a title to the list and return to this screen to select it.

b. **Security** - [See this section](#) to learn more about requiring users to log-in to use the database. You can set up different access levels (Administrator, Data Entry and Read-only) for different users.

c. **Spell Check** - If you have the full version of MS Office you can have a Spell Check feature turned on. Once turned on you will see a little Spell Check button at the top of the Uniforms, Instruments, etc screens.



The program will stop at a word it doesn't know and offer suggestions. You can add words to the dictionary.



d. **Sales Tax**: If you charge sales tax on rentals you can set the % here. If no sales tax is required, leave it a 0.

6) View / Edit Modules and Paths for Photos - this is a short cut to the Main Menu option of the same name. - See below.

View List of Installed Modules - this screen allows you to un-install or re-install modules - Uniforms, Musical Instruments, Equipment and Sheet Music.

To Uninstall a modules - such as Sheet Music, click on the "Uninstall" button. You will be asked to confirm the un-install. Any data entered in the module will be kept. This just removes it from the Main Menu.

To add a module back - click on the "Install New Module" and pick the module you want off the list.

List of Installed Modules					Install New Module	Refresh	Close
Module Name:	Installation Date:	Display Order:	Path to find Photos:	To update the path for the Students photos go to the Student Module.			
<input type="button" value="Uninstall"/>	Uniforms	8/9/2015	10	C:\Uniform Inventory Resources\Uniform Photos	<input type="button" value="Edit Path"/>		
<input type="button" value="Uninstall"/>	Musical Instruments	7/9/2017	40	C:\Uniform Inventory Resources\Instrument Photos	<input type="button" value="Edit Path"/>		
<input type="button" value="Uninstall"/>	Equipment	7/9/2017	60	C:\Uniform Inventory Resources\Equipment Photos	<input type="button" value="Edit Path"/>		
<input type="button" value="Uninstall"/>	Sheet Music	9/6/2015	80	C:\	<input type="button" value="Edit Path"/>		

The "Path to Find Photos" is the path where all the photos are stored for the database records. It is a good idea to put the path/folder name here so when you are adding photos to records the program will know where to look for them.

If you have any questions on adding or uninstalling a module - please contact us at Costume/Uniform Inventory Resources.

Set up Security

Set up application security:

The Music Dept / Uniform Inventory Database has the option to turn on a Log-in feature. Go to the Utilities / Company Information to set the feature. The default setting is "No" for no log-in.

Music Dept Inventory Database Setup Save and Close

Welcome !
Please fill in the information below so that the program can be set up to work with your professional company or school.

Company/School Setup Quick Start

Company / School Name: Startup Date:

Logo: Load Image Zoom In Zoom Out Zoom Fit Delete Image

Contact Person: Phone: Email:

Address:

City: State: Zip/ Postal Code: Country:

Application Setup

Application Title: Class/Dept Title: Checkout Title:

Individuals (People) Title: Equipment Title:

SECURITY: Do you want to REQUIRE users to Log-in ? Select "Yes" to turn on Security

Spell Check: Do you want to use Spell Check? You must have MS Office (i.e. Word) installed.

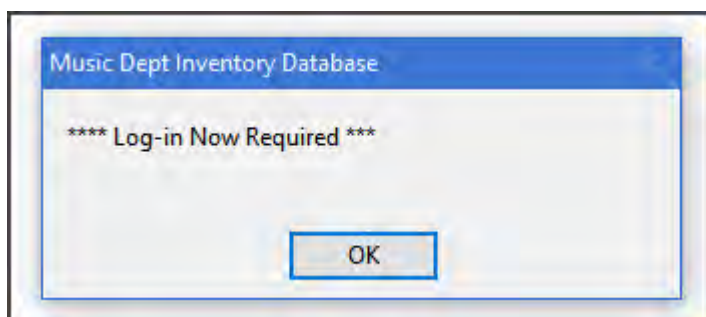
Sales Tax (%): ** Please note that each Individual and Organization record has a field which asks "Charge Sales Tax?". If this field is marked "Yes" and the Sales Tax field has a value >0 the customer will be charge sales tax on their rental. The default value is "Yes".

View / Edit Modules and Paths for Photos

1) To turn on Security:

Select "Yes" from the "Do you want to REQUIRE users to Login" drop-down box.

You will see the following screens:



In order to have access to the database you need to create at least one user with the Admin UserType. If you don't have one user with Administrator privileges you will not be able to update any Utilities, Add more users, or backup the database.

Staff Add Staff Close and Login Save and Close

First Name:	Last Name:	User Name:	Password:	User Type:	
Cindy	Bear	Cindy	****	Data Entry / Staff	X
Yogi	Bear	Yogi	****	Read-Only	X
Margaret	Messick	Margaret	*****	Administrator	X
*				Read-Only	X

Music Dept Inventory Database

Please enter at least one Staff member with Administrator Access Level before proceeding

OK

2) Add Users:

The Staff table is accessed from the Utilities Menu. The Staff button appears once the Security is turned on.

Utilities

Company Information

-
-
-

Each person who uses the database should have a Username and Password. You can create 1 shared username for Read-only staff - as they will not be editing data.

Staff Add Staff Save and Close

First Name:	Last Name:	User Name:	Password:	User Type:	
Margaret	Messick	Margaret	*****	Administrator	X
				Read-Only	X

Enter the First, Last, Username and Password. The Username will appear in the Log-in dialog.

Select the User Type from Admin, Data Entry/Staff and Read-Only

The three choices for User Type / Security Level are:

Administrator - they can add/edit/delete all data and update the Utilities, set up accounts, run the backups and set the photo folders along with all other utilities.

Data Entry / Staff - these users can add, edit and delete data in the data entry forms but not update the utilities.

Read-only - these users can only view the data, do searches and print reports.

Staff					Add Staff	Close and Login	Save and Close
First Name:	Last Name:	User Name:	Password:	User Type:			
Cindy	Bear	Cindy	****	Data Entry / Staff	X		
Yogi	Bear	Yogi	****	Read-Only	X		
Margaret	Messick	Margaret	*****	Administrator	X		
*				Administrator			Access to all forms and utilities
				Data Entry / Staff			Can Add, Edit and Delete Records in Uniforms, Instruments, Equipment and Sheet Music. Cannot edit Utilities
				Read-Only			Can view all records, do searches and print reports. Cannot Add, Edit or Delete Data.

Please note: the User Login / Security system is designed to keep users in the forms where they belong. It does not 100% guarantee that the data in the data tables is completely secure. The data in the Music Dept / Uniform Inventory Database DATAONLY.accdb is in the same folder as the database and can be accessed without a log-in. The tables are hidden but anyone with a moderate amount of knowledge with MS Access could access the tables. We recommend making frequent backups of the data. See the [Utilities / Backup the Database](#) section in this user guide.

3) Change the User Type / Security level:

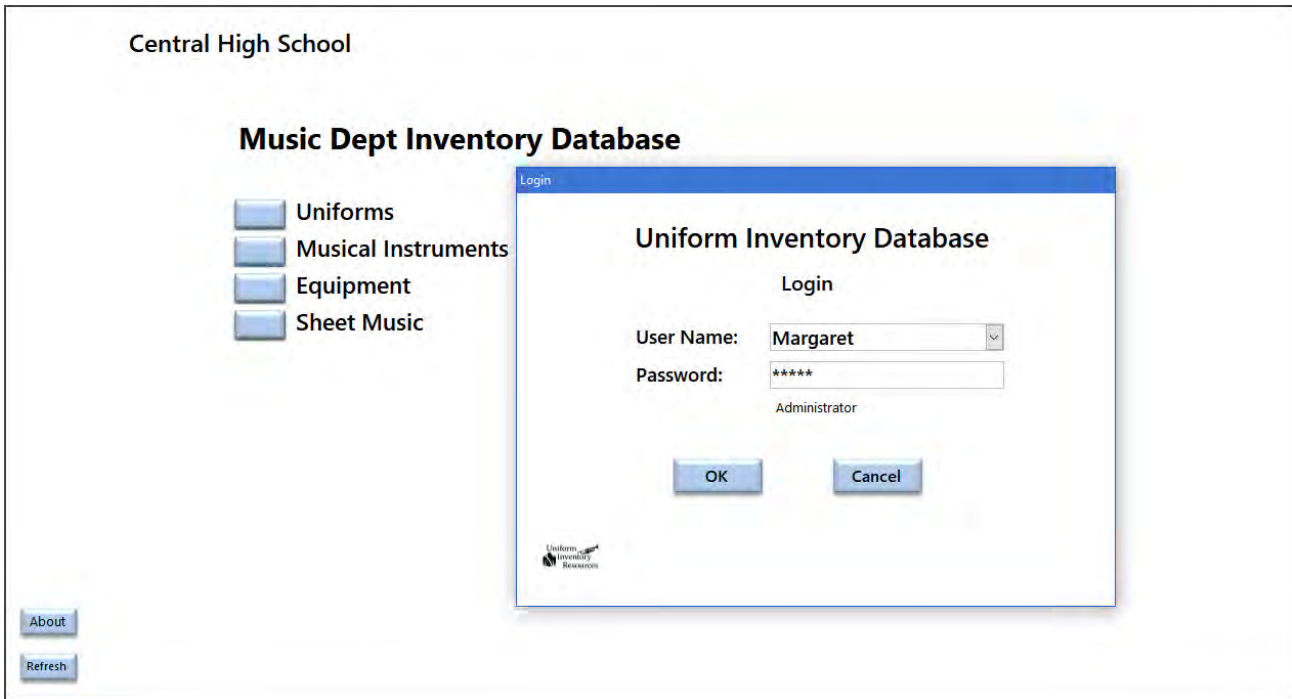
To change the User Type / Security level - locate the staff record and change the User Type from the drop-down box. The next time the user logs into the database the changed level of security will be recognized.

4) Delete Users:

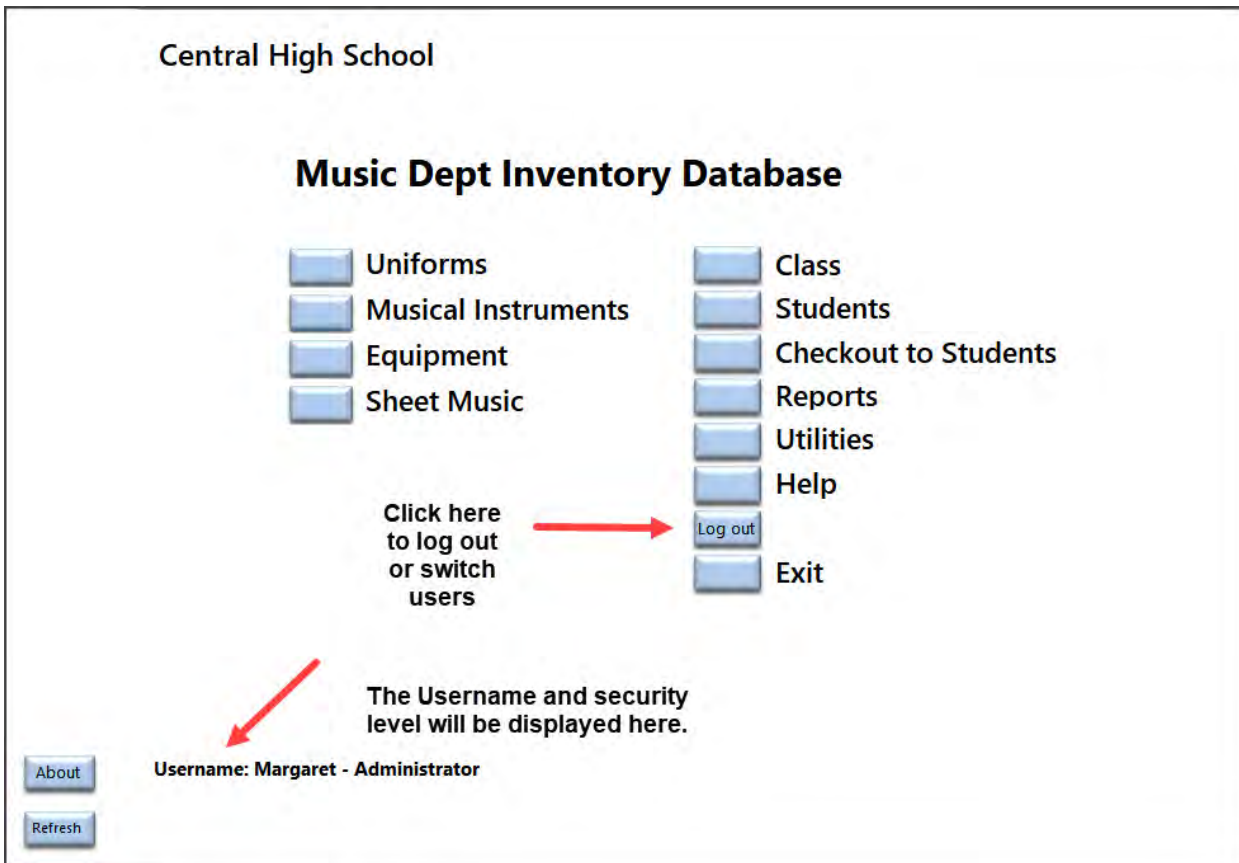
To delete a user - go to the Staff table and locate the staff member record. Click on the "X" button to delete the Username / Staff record.

5) Log-in:

Each time the database opens - the Log-in dialog box will appear. Select the Username off the list and enter the Password.



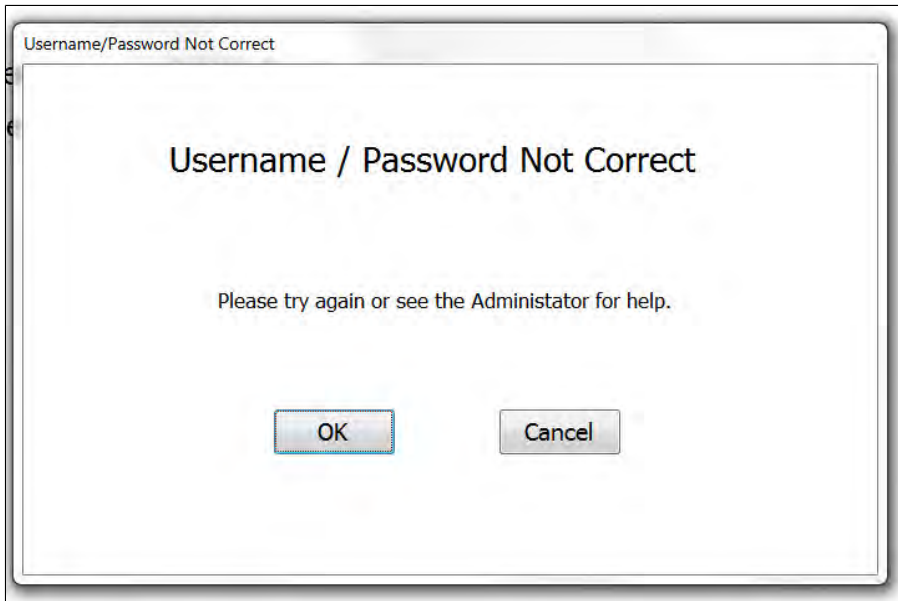
Once a user is logged in you will see their name and security level at the bottom of the screen. To log one user out and a new one in - click on the "Log Out" button.



Incorrect Password:

If a user enters an incorrect password they will receive a message and have the opportunity to try again. The Administrator can change the password for any staff member or themselves.

If the administrator cannot log-in - please contact Costume/Uniform Inventory Resources (1-855-468-8247) or info@costumeinventory.com to obtain an over-ride to the password. If you are not a frequent user of the database it might be a good idea to keep your password written down somewhere safe.



Correct Password:

When the user has entered the correct password they will see the Main Menu and their Username and User type listed on the screen. When a user adds / edits a record in the Uniforms, Instruments, Equipment or Sheet Music forms their username and date will be displayed at the bottom of the screen.

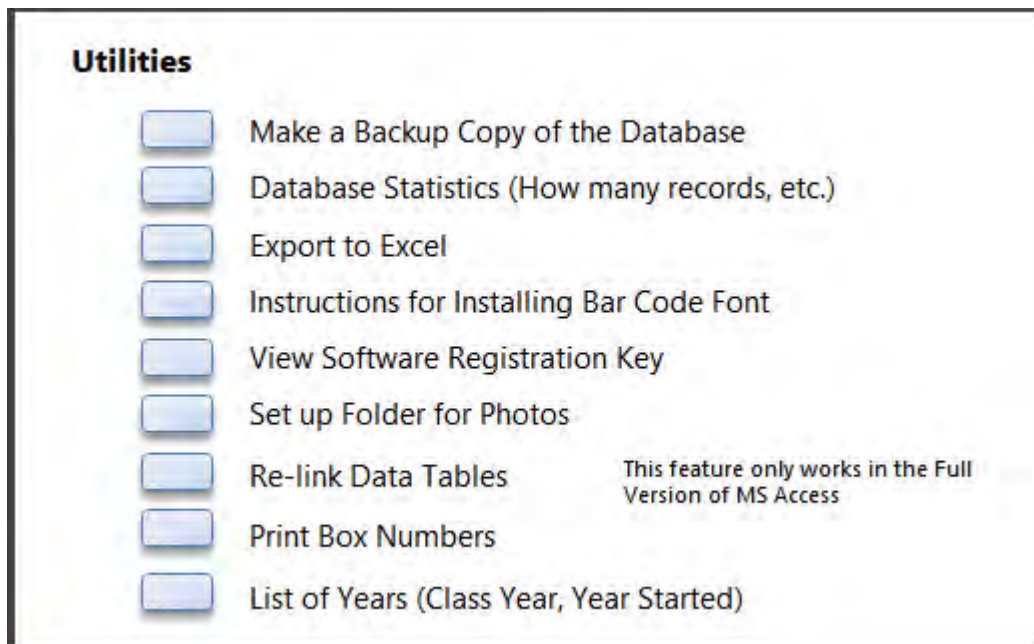
Change User:

If a single workstation is used by several people the users can log-out and a new user log in without having to exit the database.

On the Main Menu, click on the "Log-out" button. The user will be prompted to Log-in.

General Utilities

These are a collection of general utility functions for the database:



Make a Backup Copy of the database - [click here for more info](#)

It is very important that you make a backup copy of your database at least once a week - if not once a day. Even if your database is stored on a network and you are sure that the network administrator has set up the backup process you should still make a backup once a month to be sure.

If your computer has a hardware malfunction, is damaged (flood, fire, getting dropped) or stolen you could lose many hundreds of hours of work. Costume Inventory Resources is not responsible for damage to your database. We can try to help you recover your data if the file becomes corrupt but there are never any guarantees. A backup of your database is always the best plan.

Click on the link above to see more details and tips on making a backup copy.

Database Statistics

This utility will display the count of the records and photos in the database for all installed modules. It will also give the path where the database is stored and the size of the database front-end.

Database Statistics

	<u># of Records</u>	<u># Photos</u>
Uniforms:	374	561
Instruments:	15	16
Students	9	5
Equipment:	30	16
Music/Scores:	3	
Class	8	
Rental Records:	5	

Location (Path) of Database Front End:	D:\1-Theatre Inventory Database\4 Music Dept Inventory Database\2018\Music Dept Inventory Database 8-1.accdb
Location (Path) of Database Tables:	D:\1-Theatre Inventory Database\4 Music Dept Inventory Database\2018\Music Dept Inventory Database DATAONLY.accdb

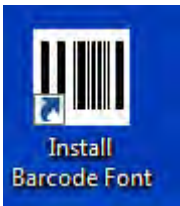
Export to Excel

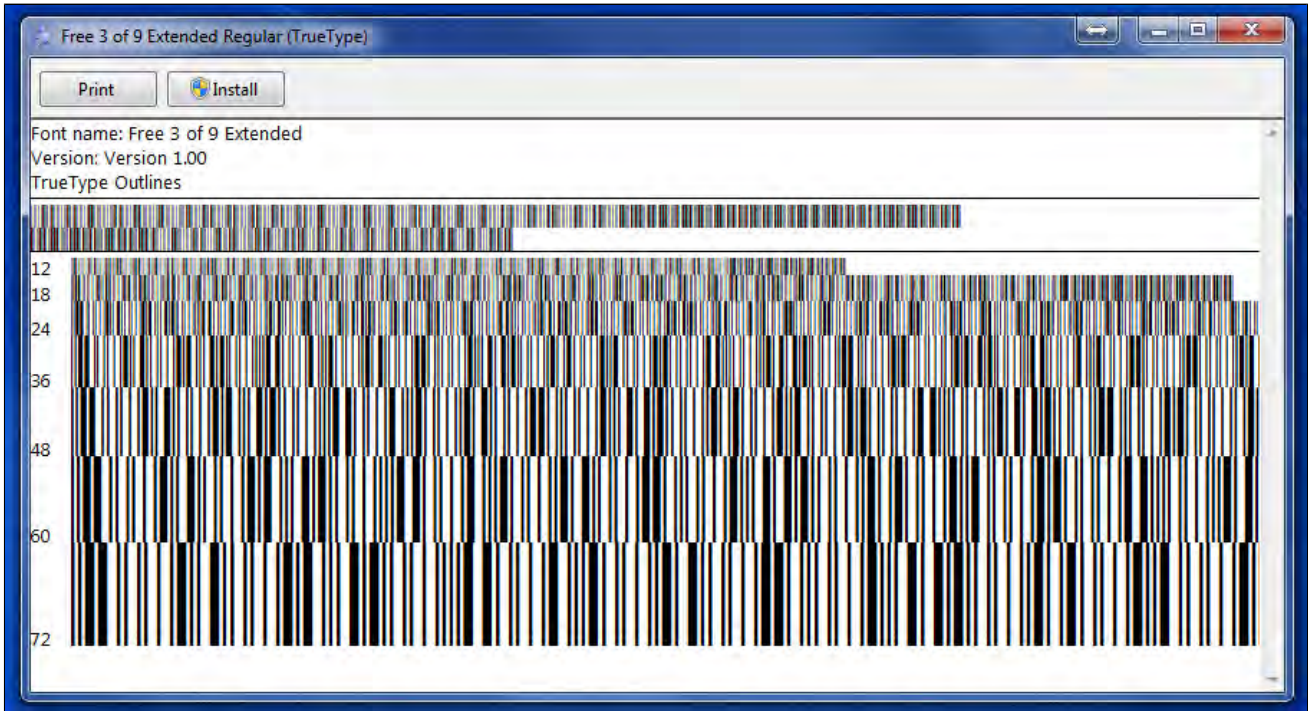
This feature will allow you export your Uniform, Classes/Activities, Instruments and Equipment records to an Excel spreadsheet.

Instructions for Installing the Barcode Font

Several reports including the Check-out / Rental Receipts and the Repair cards include the barcode with the TagID so that you can scan the report to check something in or find it in the database. In order to print the barcode on the report you need to have a Barcode Font installed.

The program installation will copy a free Barcode Font to your computer. To install that font you look for the "Install Barcode Font" icon on your desktop. Click on the icon and when the font install window opens up click on the "Install" button.





Here is a handout on the website with more details: [<< Click Here >>](#)

View Software Registration Key

This utility will display the Software Registration Key for the Music Dept/Uniform Inventory Database and the date the program was registered.

Setup Folders for Photos

This utility allows you to set up the folder names for your Uniform (and other modules) photos. When you go to load a photo into a Uniform Record the program will look to the folder that is listed here. This saves you time in searching through your computer to find the photos you want to link to your uniform/instrument/equipment records.

List of Installed Modules					Install New Module	Refresh	Close
Module Name:	Installation Date:	Display Order:	Path to find Photos:	To update the path for the Students photos go to the Student Module.			
<input type="button" value="Uninstall"/> Uniforms	8/9/2015	10	C:\Uniform Inventory Resources\Uniform Photos	<input type="button" value="Edit Path"/>			
<input type="button" value="Uninstall"/> Musical Instruments	7/9/2017	40	C:\Uniform Inventory Resources\Instrument Photos	<input type="button" value="Edit Path"/>			
<input type="button" value="Uninstall"/> Equipment	7/9/2017	60	C:\Uniform Inventory Resources\Equipment Photos	<input type="button" value="Edit Path"/>			
<input type="button" value="Uninstall"/> Sheet Music	9/6/2015	80	C:\	<input type="button" value="Edit Path"/>			

This is the path to the folder with the photos. It will save a lot of time when you are loading photos to the Uniform, Instrument records if you have the path entered here.

Enter the path (Drive, Folder) for the photos for each module. You can open the "Edit Path" window to have more room to type.

** If you want the computer to remember the *last folder* that you used for a selecting a photo you can enter the following code in the Photo Path field (instead of the path) : %CD%

[Re-Link Database Front End to Data tables](#) Click to view page.

Print Box Numbers:


Storing uniforms or equipment in boxes or tubs is very helpful. But having a number on the box and the lid is even more helpful. The program will print 2 copies of each number you enter (put in the starting and ending numbers) on Avery #6572 Permanent Labels 2" x 2 5/8 " labels, 15 labels per sheet.

Select Box #'s to Print the Box and Lid Labels

Starting Box #:

Ending Box #:

This number of boxes will require this number of pages of Avery Labels:



This report will print 2 labels per number on Avery #6572 Permanent Labels 2" x 2 5/8 " labels, 15 labels per sheet.
Two labels are printed - one for the front of the box and one for the lid.

List of Class / School / Years (In the Uniform Database it is called Employee Utilities/Year Started).

Students can have their graduation year (Employees can have the year they started) listed in the Individual/Student/Employee record. The list of years is based on this table.

List of Years

Add New Year

Close

Class Year or Year Started

▶	<input type="text" value="2010"/>	<input type="checkbox"/>
	<input type="text" value="2011"/>	<input type="checkbox"/>
	<input type="text" value="2012"/>	<input type="checkbox"/>
	<input type="text" value="2013"/>	<input type="checkbox"/>
	<input type="text" value="2014"/>	<input type="checkbox"/>
	<input type="text" value="2015"/>	<input type="checkbox"/>
	<input type="text" value="2016"/>	<input type="checkbox"/>
	<input type="text" value="2017"/>	<input type="checkbox"/>
	<input type="text" value="2018"/>	<input type="checkbox"/>
	<input type="text" value="2019"/>	<input type="checkbox"/>
	<input type="text" value="2020"/>	<input type="checkbox"/>
	<input type="text" value="2021"/>	<input type="checkbox"/>
	<input type="text" value="2022"/>	<input type="checkbox"/>
	<input type="text" value="2023"/>	<input type="checkbox"/>
	<input type="text" value="2024"/>	<input type="checkbox"/>
	<input type="text" value="2025"/>	<input type="checkbox"/>
	<input type="text" value="2026"/>	<input type="checkbox"/>
	<input type="text" value="2027"/>	<input type="checkbox"/>
	<input type="text" value="2028"/>	<input type="checkbox"/>
	<input type="text" value="2029"/>	<input type="checkbox"/>
	<input type="text" value="2030"/>	<input type="checkbox"/>
	<input type="text" value="2031"/>	<input type="checkbox"/>
	<input type="text" value="2032"/>	<input type="checkbox"/>
	<input type="text" value="2033"/>	<input type="checkbox"/>
	<input type="text" value="2034"/>	<input type="checkbox"/>
	<input type="text" value="2035"/>	<input type="checkbox"/>

Backup Database

Making backups of your database is Essential ! Not just a good idea but very, very necessary. Every month I am asked to help recover a database that has been corrupted or difficult to recover from a damaged hard drive. If you make a backup of your database every week or after every major data entry session you will be protected in case you hard disk crashes or the lap top disappears.

It is a good idea to make a backup to your computer - but also - to a flash drive or an external hard disk. That way you will have a copy away from the computer if disaster strikes.

The Backup Utility (on the Utilities Menu) will make a backup of the Database-DATAONLY file. This is where your data resides. This is the important file to have.

(Remember the Music Dept / Uniform Inventory Database xx.accdb file is just the forms and reports. A backup of this file is made at the time of the installation. If you can't find the Database xx file, contact us and we will supply it to you.)

Backup Utilities Close

Date of Last Backup:

Set Backup Options:

Folder Name:
Where do you want the backup stored?

Name of Data File:

This example shows that this backup will be made to a local folder on the C:\ drive.

Backup Utilities

Date of Last Backup:

Set Backup Options: **Enter the drive letter for the USB or External Drive**

Folder Name:

Where do you want the backup stored?

Name of Data File:

This example shows that the backup will be made to an external drive "F:".

You may also see a log of the backups that have been made. Click on the View Backup Log button.

Backup Log

Backup Log ID	Backup Date	Backup File Name
6	5/17/2018	F:\Backup\Music Dept Inventory Database DATAONLY.accdb BACKUP 20180517201.accdb
5	5/17/2018	F:\Backup\Music Dept Inventory Database DATAONLY.accdb BACKUP 20180517200.accdb
4	5/17/2018	C:\Uniform Inventory Resources\Music Dept Inventory Database\Music Dept Inventory Database DATAONLY.accdb BACKUP 201805171957.accdb
3	5/17/2018	C:\Uniform Inventory Resources\Music Dept Inventory Database\Music Dept Inventory Database DATAONLY.accdb BACKUP 201805171956.accdb
2	5/17/2018	C:\Uniform Inventory Resources\Music Dept Inventory Database\Music Dept Inventory Database DATAONLY.accdb BACKUP 201805171956.accdb
1	1/15/2018	C:\Uniform Inventory Resources\Music Dept Inventory Database\Music Dept Inventory Database DATAONLY.accdb BACKUP 201801152241.accdb
*	(New)	

Restoring your database file:

*** To restore the data from a backup file - rename the file in the \Music Dept/Uniform Inventory Database folder to something like "Old Uniform Inventory Database DATAONLY.accdb" then copy the backup file to that same directory. Please contact us for help with this.

Re-link Tables to Database Front End

Re-link Database (Front end) to Data Tables (DATAONLY file)

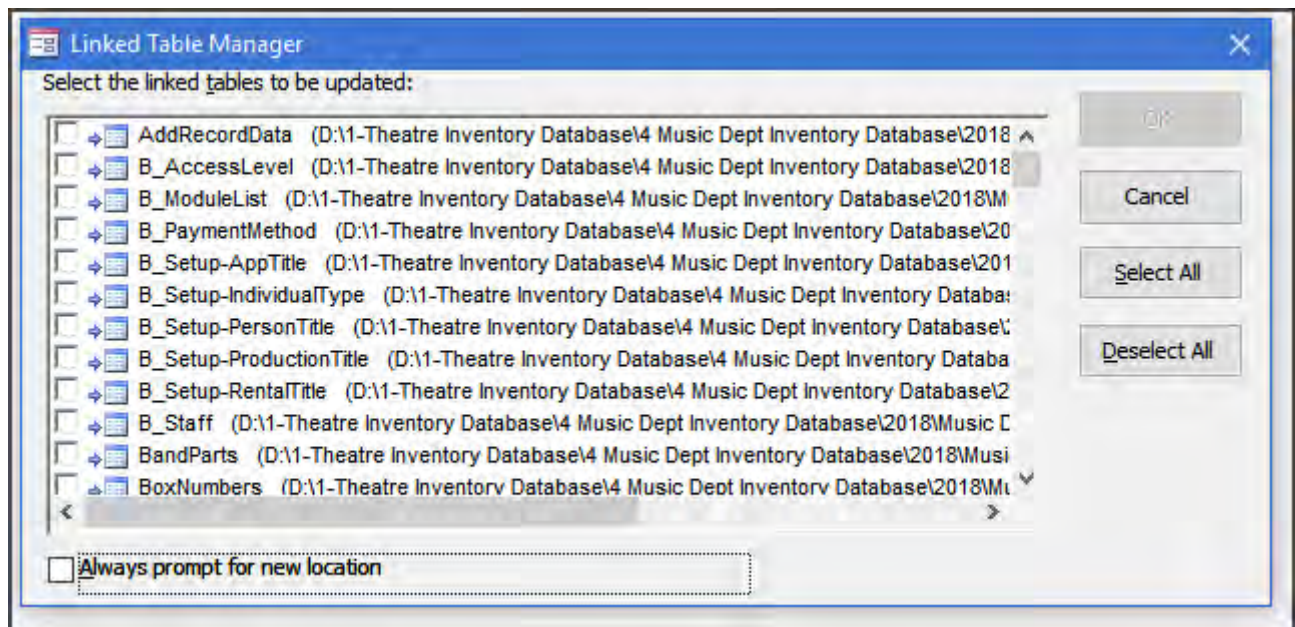
The Music Dept/Uniform Inventory Database is made up of two files: The database front-end - Music Dept/Uniform Inventory Database(ver#).accdr. This file holds the data entry forms, reports and the programming code that makes the database work. The 2nd file is the database back-end that holds the actual data - Music Dept/Uniform Inventory Database-DATAONLY.accdb. The database is split into these two files to make the backup process easier and quicker and to allow for multiple people working on a network to share the database.

The two files are linked and the links are managed through the "Linked Table Manager".

If your database back-end file gets moved the front-end will not be able to find it. The two files can easily be re-linked by using the Linked Table Manager.

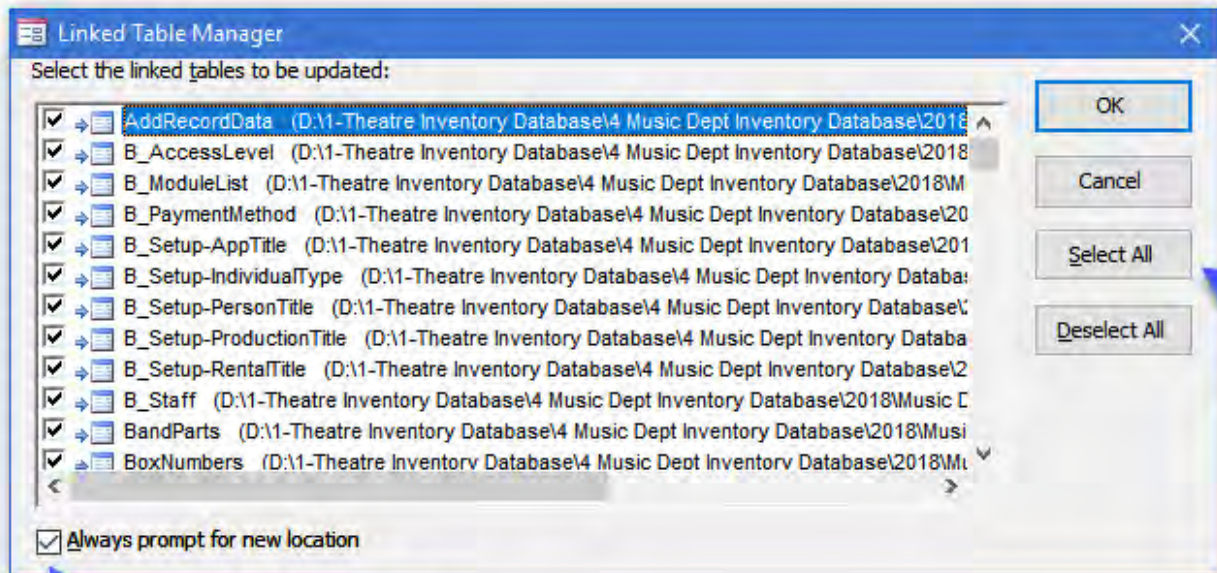
1) Go to Utilities

1) Click on the Re-link Data Tables button.



2) Click on the "Always Prompt for new location" button.

3) Click on the 'Select All" button.

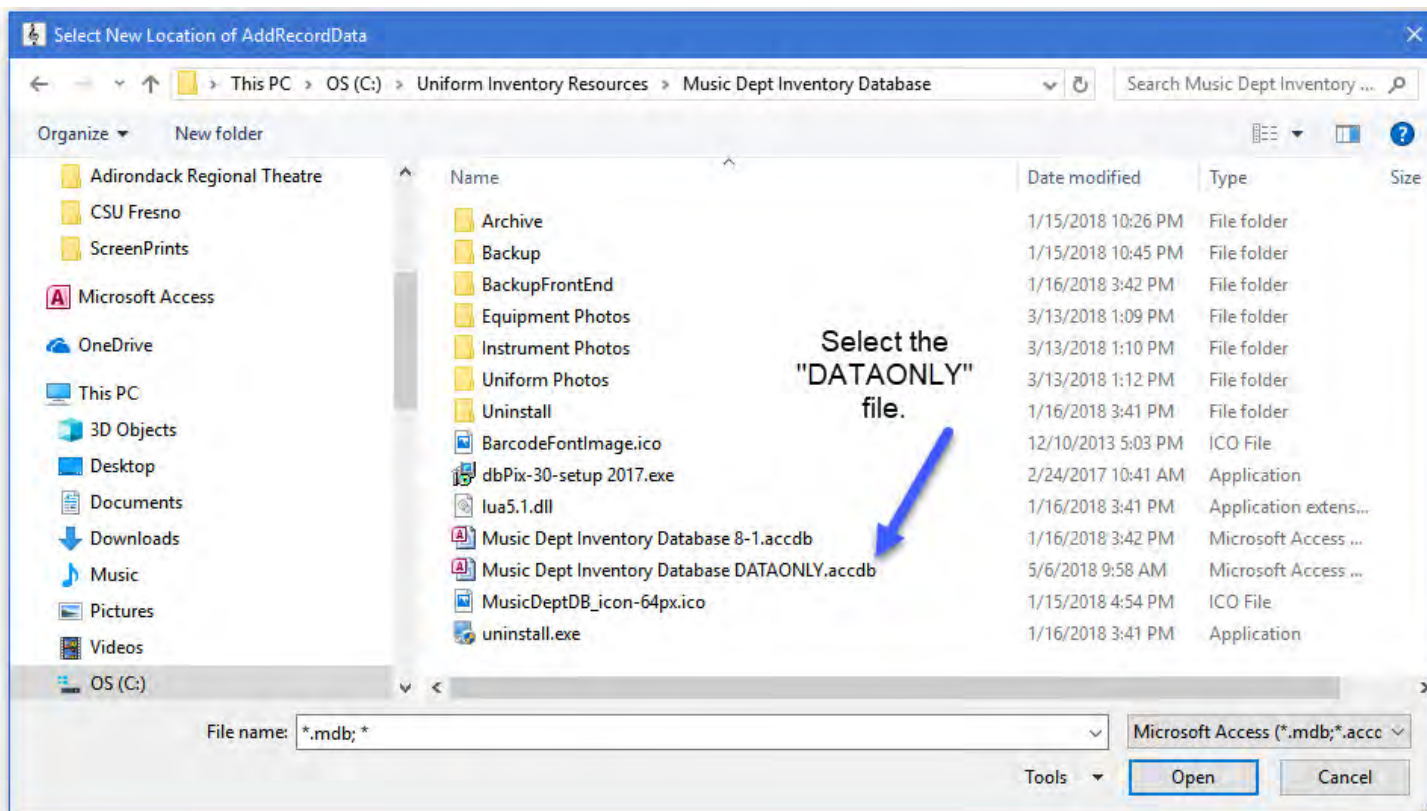


Click on the "Always prompt for new location"

Click on the Select All button

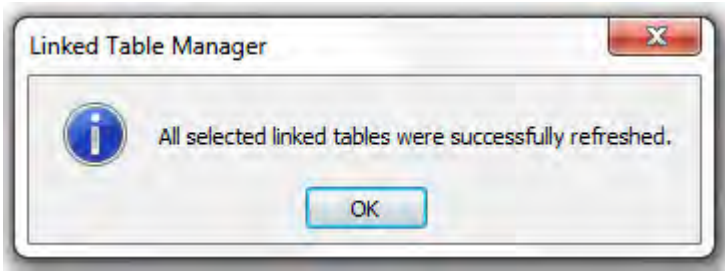
4) Click on the "OK" button.

5) Using the Browse window find the database back-end file (Music Dept / Uniform Inventory Database DATAONLY.accdb)



6) Click on the Open Button. The database will update the links.

7) When it is finished (you will see a message that all tables have been linked. Then click on the Close button.



Application Titles

Application Titles: You can add new options to the lists of possible titles for several parts of the database:

Application Titles

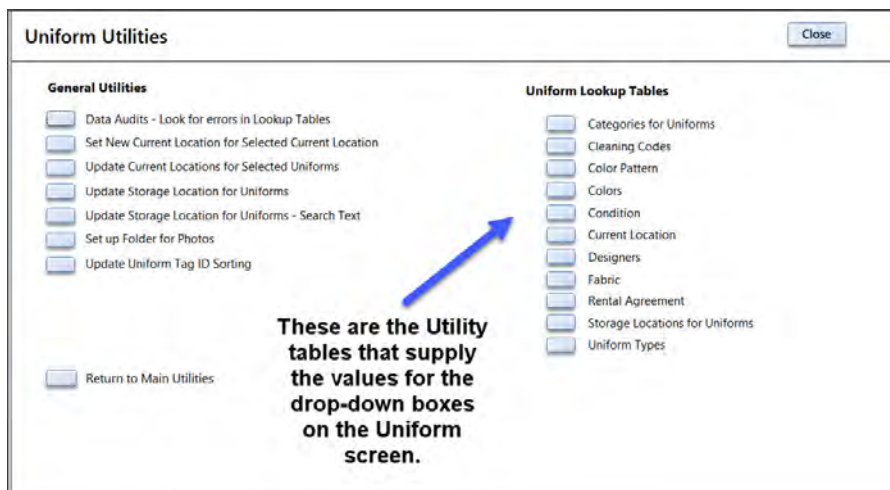
- Application Title
- Activities/Classes Title
- Checkout Title
- Title for Students/Performers

Module Utilities

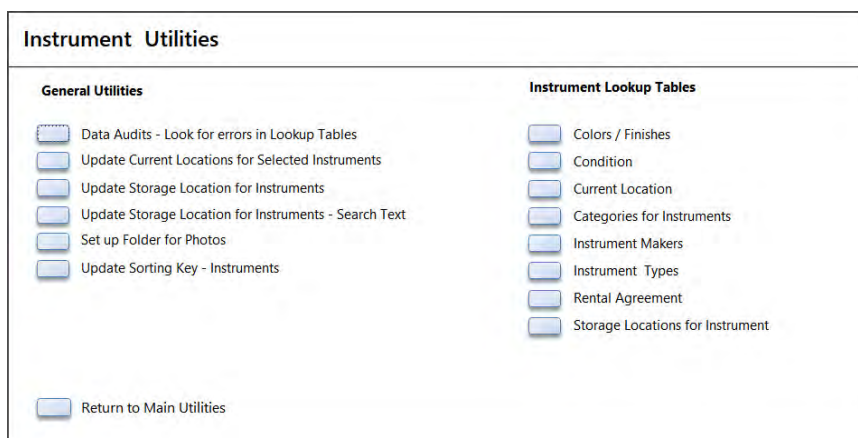
Each module has its own Utilities Menu



Uniforms Utilities



Musical Instruments Utilities



Equipment Utilities

Equipment Utilities Close

General Utilities

- Database Equipment Type / Descriptions
- Set up Folder for Photos
- Update Sorting Key - Equipment

- Return to Main Utilities

Lookup Tables

- Category / Media Type
- Conditions
- Current Location
- Divisions / Owners
- Equipment Item Types
- Manufacturers
- Rental Agreement
- Source / Supplier
- Storage Locations

Sheet Music Utilities

Sheet Music Utilities Close

- Instrument / Choral Parts
- Composers
- Condition (of Score)
- Leased From ...
- Ownership Type
- Publication Type
- Publishers
- Storage Location

- Return to Main Utilities

Appendix

<TODO>: Insert description text here... And don't forget to add keyword for this topic

A. Barcodes and Barcode Readers

A. Barcodes and Barcode Readers

Introduction

The Music Dept Inventory Database is designed to accept input from Barcode scanners. If your inventory tags were printed with a barcode you may scan the Tag ID # (coded into the barcode) at any place where you set the cursor.



Look at the [Tutorial](#) on the Costume Inventory Resources website for more info.

Add a New Uniform with Barcode Scanner

To create a new uniform record using the barcode scanner - click on the "Add Uniform" button. A dialog box will appear that allows you to enter the ID # or use the next available ID#. The cursor should be in the field for "Enter New Number". Just point to the barcode on the tag and scan the code. The barcode number should appear in the field.

Uniform Check-Out

To check out uniforms/instruments/equipment to a student - open the Checkout / Rental record. Select the student who is checking out items. Note there are tabs for checking out Uniforms, Instruments and Equipment . Select the right tab and then place the cursor in the drop-down box under the words "Tag ID #". Scan the barcode and the Tag ID # will appear in the box. Move to the next record and scan the next code for the next uniform/instrument to be checked out.

Quick Uniform/Prop Check-In

On the Quick Uniform (or Instrument or Equipment) Check-In form, place the cursor in the "Enter Uniform Number". You may scan many items one after the other and they will automatically be checked in and listed below. If you have any comments to make regarding the uniform (such as stains or tears) you can enter them at this time by placing the cursor in that field. Once the comments are entered you will need to place the cursor back in the "Enter Uniform Number" box to proceed with the barcode scanner.

Looking for a Barcode Reader

If you have inventory tags or labels with barcodes you will need a barcode scanner/reader to read the codes quickly. This is especially useful for checking uniforms in and out. Several customers have asked about where to get barcode scanners. We sell 2 types of Barcode Scanners in our store (www.costumeinventorystore.com). They are generally not available in office supply stores but are in electronics store like Fry's Electronics or online. Most any USB or wireless scanner will work as long as they are not Point-Of-Sale scanners.

We recommend both of these scanners: the Adesso NuScan 2100 U - for a durable, wired scanner. The 2100U has a 5' cable that plugs into the USB port. The TaoTronics Wireless scanner is also very good and has a small connector that plugs into the USB port. We have many customers using both types of scanners. (www.costumeinventorystore.com)

Amazon.com has many scanners: www.Amazon.com.

You can also look up B&H Photo and look for Barcode Scanners. They have a good selection and very competitive prices.

Here are a few things to consider:

1) **Cost** - the cost of scanners can be between \$39 and \$200 (for wireless). The less expensive scanners can have fewer options - such as turning down the sound (how loud does it beep?) - or how to set the auto on/off features. The more expensive ones have more features and will be more durable. If the cord gets too worn it will lose it's connection. Scanners are small and easily dropped. Look for a scanner that has a 5' drop tolerance. (both our scanners have a 5' drop tolerance). I like the \$75 to \$100 scanners.

2) **Shape** - everyone is different in how they like to hold a scanner. There are pistol grips and over-hand styles. It is a good idea to try to find one in a store and see how you like holding it. For a large inventory project you may be holding a scanner for a very long time so it is good to find one that is comfortable.

3) **Stand** - some scanners come with a stand to hold the scanner for you. The scanner is always on and you can pass a barcode under the scanner to read it. That might be OK for some things but not all as it will be hard to get a large uniform under the scanner. Most people opt to just hold the scanner while using it.

4) **Wired / Wireless** - Most scanners have a cord that goes into the USB port. You can also have a wireless model but is much more expensive. Wireless models work well if you have two people working the collection at once. One person can be at the computer to direct the cursor to the field they want. The other person can be 10 or 20 feet away in the collection or up a ladder and scanning the uniform tags.

B. Uniform, Instrument and Equipment Tag ID's

B. Uniform / Instrument / Equipment ID's -

Things to consider when setting up a new sequence: Uniform ID's must have 3 digits to be read by most barcode scanners. If you want to start with 1 then you should start with "001" or "101". You should consider the entire collection before assigning the ID's. If you want to code the uniforms by Uniform Type (i.e. all Accessories start with "ACC", "ACC101" Dresses are "DRE") or by the Class / Activity they are used for (i.e. Marching Band = "MB") that is fine but that needs to be decided before you start entering a lot of data. A little planning ahead will save a lot of work later.

The Uniform/Tag ID is essential to the Uniform records. Each Uniform piece must have a unique ID number. The ID number can contain numbers only or letters and numbers. When you add a new uniform piece record you will be asked to assign a new ID or accept the next ID in the sequence. Please note that ID numbers can start with one or more letters - such as ACC-001 or end with one or more letters - such as 1256a - but they ***cannot start and end*** with letters.

Sample ID #	Acceptable?	Reason
12345	OK	
ACC-521	OK	
1256a	Not Recommended	
BBD-123-A	Not Allowed	Cannot have letters at the beginning and end of the ID.
1	Allowed but not a good idea	Barcode scanners must have 3 digits, i.e. "001" or "101".

Understanding how the "next number" is calculated

When a new Uniform record is added and the next number in sequence is calculated the program will look only at the numbers within the ID number. See some examples below.

Current Number	Next number	Explanation
12345	12346	12345 + 1 = 12346
AAC-521	AAC-522	521+1 - Prefix stays the same

If you are copying a Uniform (Instrument or Equipment) record the program will do it's best to assign the next number in sequence. If the calculated ID number is not correct - you can always change it by clicking on the "#" button next to the Tag ID field.

C. Database Errors and Events

C. Database errors or events

Blank Reports and Results Screens

Most reports are designed to only print when the selected data is available to print. If you do a search for All Uniforms the Search Results report will print all records. But if you do a search for "Uniform Type" = "Belt" and Color = "purple" and you don't have any purple belts then the Results screen will be blank. Some reports may appear on the screen and be blank - that means that there is no data for that report at this time.

If you select to print a report of all uniforms that need repair and no uniform records are marked that they need repair - you will not get a report printed but a message that there is no data for that report and to try again. This is not an error in the program - it is just telling you that there is no data for the selection you made.

Receiving an Error Message

We have tried to find and fix all bugs in the Music Dept and Uniform Inventory Database but occasionally we find a new one. But there are several situations that can cause you to see a message from the program or MS Access - that may or may not be a bug. In any case, please contact us at Inventory Resources to tell us the error so we can correct it as best we can.

Incompatibility issues: The current version of the Theatre Inventory Database requires MS Access 2010, 2013 or 2016/Office 365. If you have MS Access 2007 it will not be able to open the database and display the forms.

Your data (Uniform, Instrument and Equipment records) is unaffected by the change and you will not harm the data by opening it in 2007 - you just won't be able to use the forms to get to it. Contact us for more info on how to upgrade your MS Access.

Macro Error: This can be caused by three things - 1) there is an error in the program (the famous bugs!!) or 2) the database has become corrupted and the code will not work. This can happen if you open the database with MS Access 2007 and 2010. or 3) You have opened the database in MS Office 64 bit (when you have the 32 bit version). In any of these cases contact *us* for an update or a database recovery.

New for Version 4 - if the program will not start the first time you try it and you get several "Macro errors" it may be that the dbPix30.exe file did not install properly during the program installation. Often if your computer or network have a lot of security the dbPix program will not install automatically. Go to the folder where you placed the database and double click on the file dbPix30.exe. Follow the installation instructions. Do not worry if you see it says "Evaluation copy". The software is fully licensed and the license information is embedded in the Theatre Inventory Database.

..... Scripts.... This error usually appears when the workstation has lost contact with the network - even for just a second or less. They can usually be resolved by closing the database and reopening it.

"Music Dept Inventory Database" is not a database - this happens when the database gets corrupted. The database can become corrupted by shutting down the computer before the database has finished closing down.

The Music Dept Inventory Database is designed to do a Compact and Repair the data tables file every time you "Exit" the program. This may take a few seconds or up to 2 minutes - depending on the size of the database file.

Please check the lower right side of the screen to see the progress of the query that compacts the database when it closes. Please contact *us* to see if we can recover your data.

Records show #Deleted instead of data: This can be caused by the database losing connection to a network or being shut down while the record was being written to the hard disk. Please contact *us* to see if we can recover your data.

D. Sending a Copy of the Database

D. Sending a copy of the database to Inventory Resources

Occasionally your database may need to be repaired and you can make arrangements with us to fix it. In general you will need to send the database to Inventory Resources.

To Send a copy of your database to us you can use our File Transfer service - TransferBigFiles.com. [Here is a link to a Resource Guide](#). Just follow the simple instructions and the file(s) will be sent to us.

If you have any questions, please call us at 855-468-8247.

E. System Requirements, Installation and Security Settings for Windows

E. System Requirements, Installation and Security Settings for Windows

The database applications are created in MS Access[®] 2010 as a Runtime version. This means that you do not need to own MS Access[®] 2010 or 2013/16 to open the program, enter/edit data, or print reports. (Sorry MS Access 2007 is no longer supported.) The Runtime application from Microsoft can be downloaded for free from the Microsoft site (see the link on the Resources Page or search for 'Microsoft Access 2010 Runtime'). Another Resource Guide is available to help you with that installation (see website - Resource Guides).

If you have MS Access[®] 2010 or 2013/2016 (32 bit version only) you may use that for the database and you do not need the Runtime software. Please see the notes below on modifying the Security Settings in MS Access[®] 2010 / 2013 / 2016.

System Requirements:

To run the application and the Runtime edition the computer needs

- Windows 8 or 10 operating system (32 or 64 bit)
- 1-2 GB of hard disk space (more for photos)
- 4 GB memory (**6 GB** or more recommended).
- MS Access 2010/2013/2016/Office 365 or the MS Access Runtime 2010 (free) 32 bit version

(If you have Office 2010 or 2013 or 2016 **64 bit** (*Office 64* not Windows 64) please contact *us* for a *custom* version. Additional fees may apply.

Installation Notes: (*for networks please see the Resource Guide for Network Installation*)

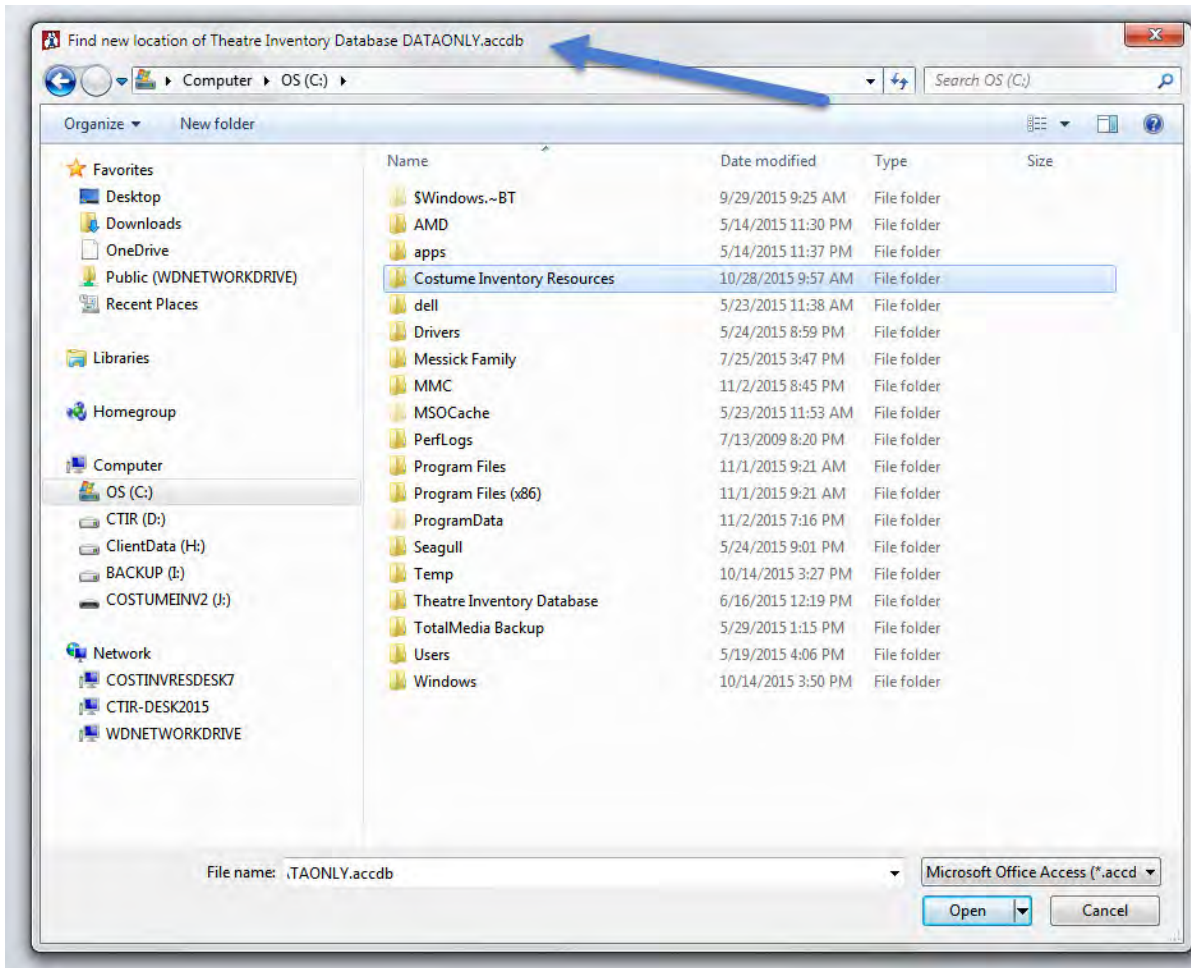
The database applications are delivered in an installation package. The package has an *.exe extension - which means it will open and install the database quickly. The default folder for installing the database is:

C:\Uniform Inventory Resources\ *application name*

for the Music Dept Inventory Database the database will be installed in:

C:\Uniform Inventory Resources\Music Dept Inventory Database

You may change the destination folder at the time of the installation. If you change the installation folder you will be prompted for the location of the database tables which is a file called Theatre Inventory Database DATAONLY.accdb . Contact us for more information.



The database uses the dBPix-30™ technology to link photos (JPG, BMP, etc.) to the costume/prop records. The dBPix-30.exe file will also be installed in the same folder as the database. If you move the database files to another computer you will need to re-install dBPix on each computer that uses the database after MS Access or the Runtime is installed. If you get a message during the installation of the program about a file conflict, select “Ignore” from the options. This is a trivial issue with the dBPix installation package.

A barcode font will also be copied to the database folder. It can be installed in the Windows font directory from the “Install Barcode Font” desktop icon.



A desktop icon will be installed with a shortcut to the selected folder.

Set up folder for Photos:

You will need to set up at least one folder for photos. It is best to store your photos in one folder (with subfolders as needed). A possible setup could be:

C:\Uniform Inventory Resources\Photos

On the “List of Installed Modules” screen (on the Utilities Menu) you can enter this path so the program will know where to start looking for photos when you are loading them into the data record.

Trust Center / Security Settings:

If you get a message that tells you “A potential security concern has been identified” then you need to check the Macro Security settings in the Options setup (see below). These settings need to be modified in the MS Access/Office[®] program. You need to change the setting on each computer the first time you open MS Access[®]. After it is setup once these changes should stay.

Note: For installations that have only the MS Access Runtime software installed (not MS Office) you will continue to get this security message. Sorry. I am working on a fix but at this time there does not seem to be a way to get this message to go away.

MS Access[®] 2010 / 2013 / 2016

MS Access[®] 2010/2013/2016 has many security parameters already set when you install the system.

The only one you need to be concerned with is the Macro Security setting. You need to change the setting on each computer the first time you open MS Access[®]. After it is setup once these changes should stay.

To change the Macro Security setting:

Open MS Access[®] 2010/2013/2016 (just open the application – not the Costume Inventory Database)

Click on the “File” menu tab (usually in red at the top left corner)

Click on “Options” (usually near the bottom of the list)

Click on “Trust Center” – the last menu item

Click on “Trust Center Settings” (usually on the right side of the dialog box)

Click on “Macro Settings”

Click on the lowest setting “Enable all macros”. It will tell you that it is not recommended but it is required to run VBA code and macros that are in the Inventory Databases.

Click “OK” twice to close the menu dialog boxes.

Close MS Access[®] and reopen it.

The Macro Security setting should now be set to run the Inventory Databases.

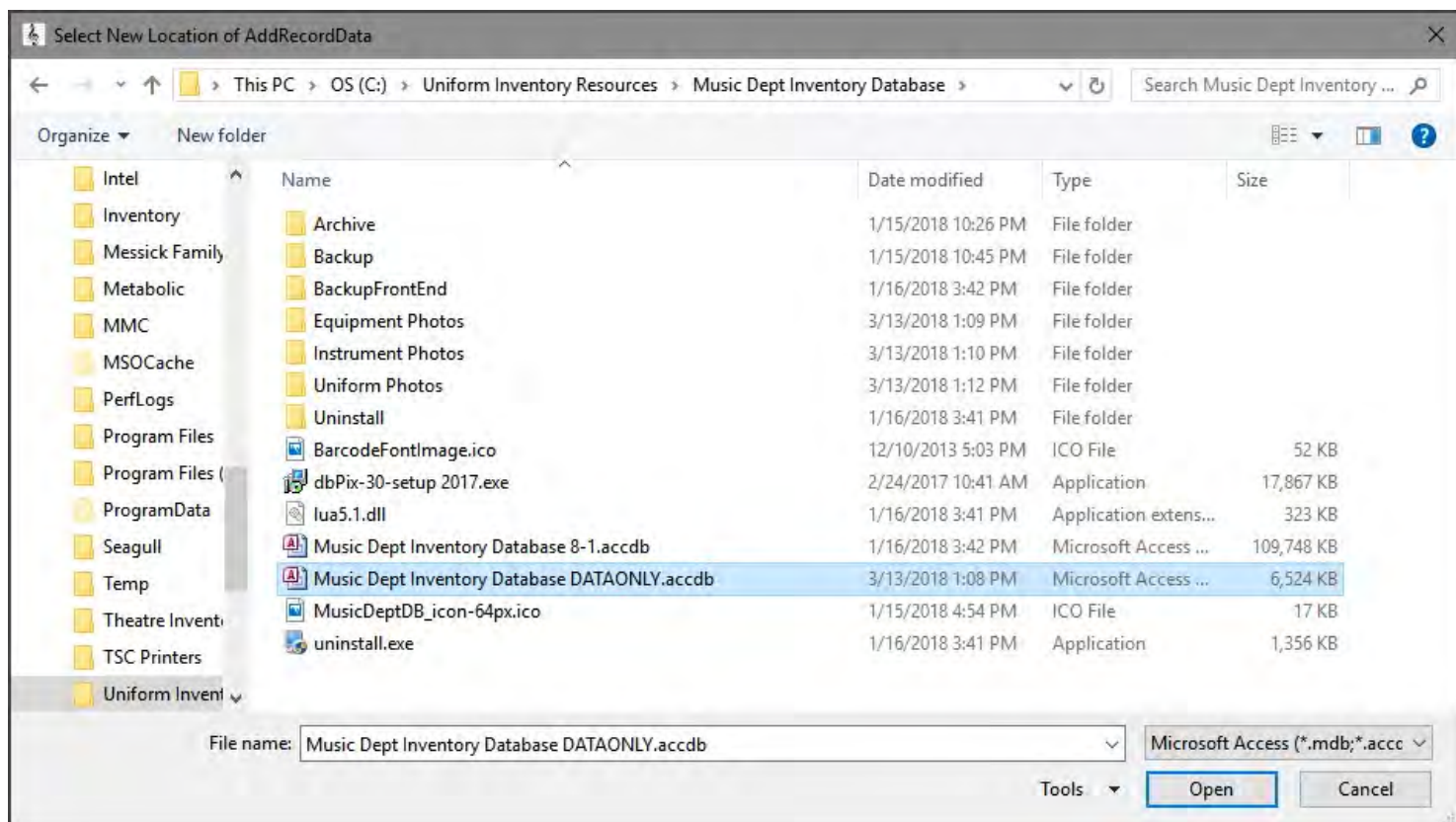
F. Network Installation

Network and Advanced Installation Notes

All versions of the Inventory Databases can be installed and shared on a Windows network. While many networks may differ in their setup here are a few items that are common to all.

1) The Music Dept Inventory Database is a **'split' database**. There is a front end, Music Dept Inventory Database accdr which has the forms and reports, and a back end, Music Dept Inventory Database DATAONLY.accdb which holds the data tables. The two files are linked using the Linked Table Manager.

If the database is installed in the default directory, C:\Uniform Inventory Resources\Music Dept Inventory Database, the two files will link up. If the database files are installed in another directory or drive they will need to be re-linked. When you start the database the program will prompt you to find the DATAONLY file. Once you select the file in the installation folder it will take care of the links.

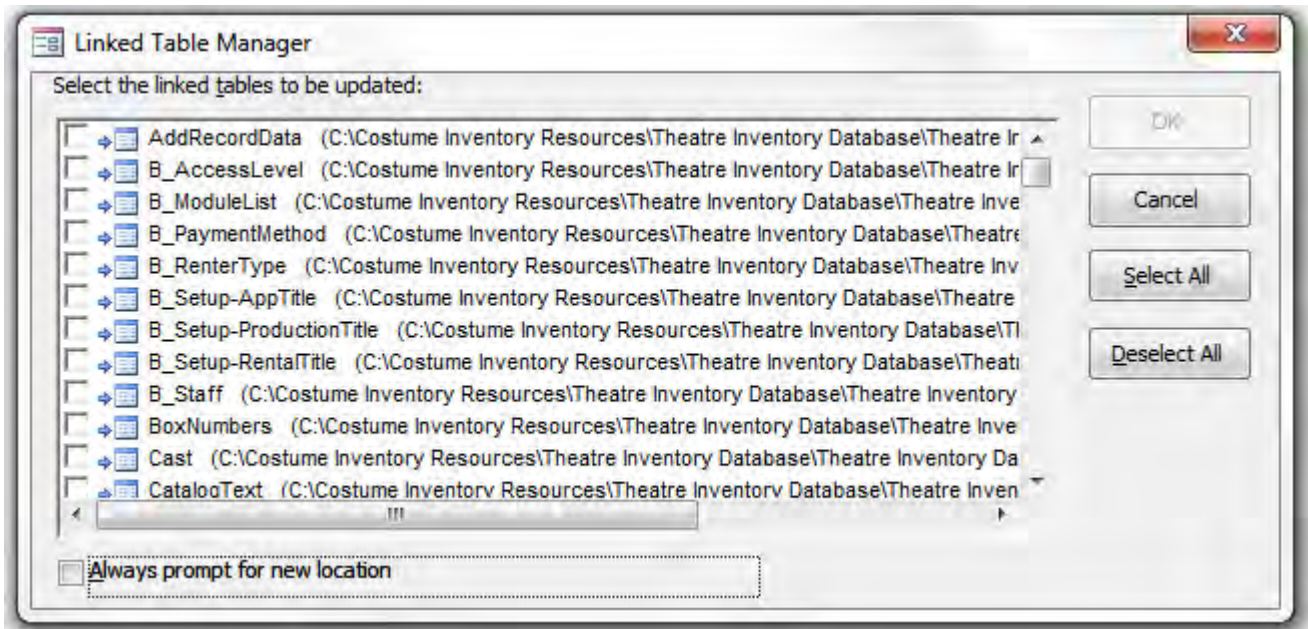


To link the tables yourself - go to the

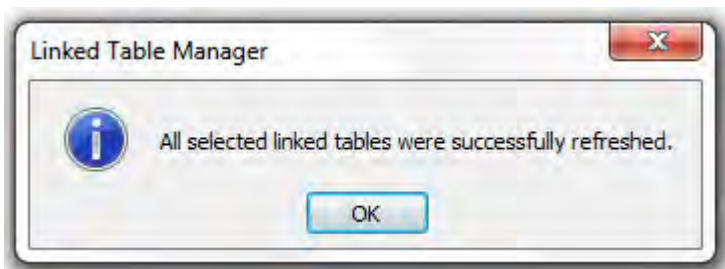
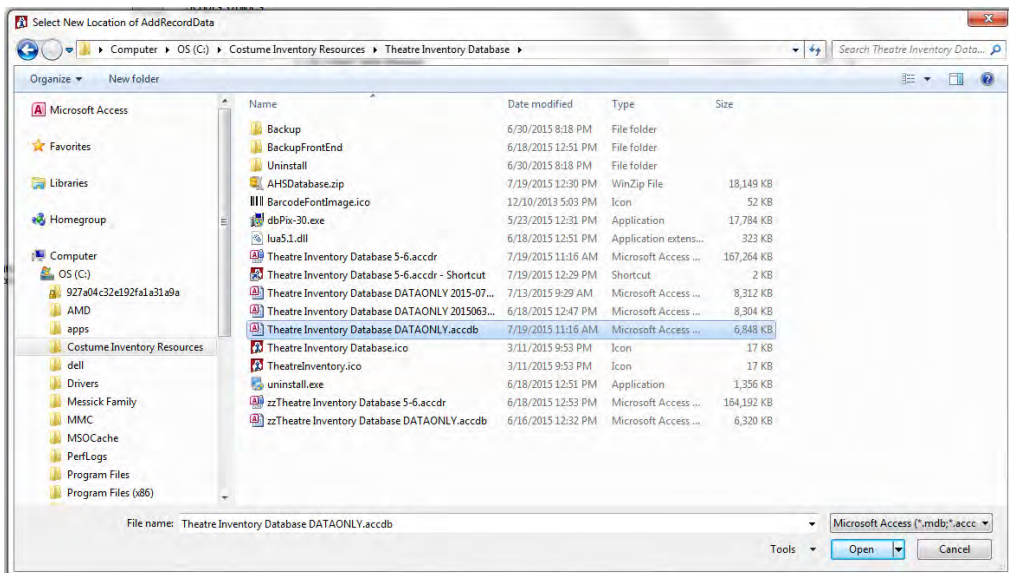
Utilities Menu - OR - Menu - External Data
>Re-Link Data Tables > Linked Table Manager

On the Linked Table Manager - Select All Tables and click the check box

Browse to the location of the Music Dept Inventory Database DATAONLY.accdb and select it. You will get a message once all the tables are re-linked.



Click on the "Always Prompt for New Location" and "Select All". Then Click OK.



2) **Backups:** Backups are very important! Please be sure the database is backed up by the network software or locally. The Music Dept Inventory Database has a Backup utility that can be run by the users. It will back up the database back end (the data tables). A copy of the database front end (forms and reports) is created at the time of the installation. It is highly recommended that a daily backup of the back-end (Tables) database be run. A monthly backup of the front end database is all that is needed. See notes on mapped drives below.

3) The Inventory Databases need to be in a **"shared" drive/folder** and all users of the database need to have network read/write privileges for that drive/folder. The photos should be stored in a folder that also needs to

be on the network and shared. (If the photos stay on a workstation they will not be seen by others.) NOTE: the name of the shared drive must be the same for all users. See notes on mapped drives below.

4) Each workstation has to have **MS Access®** 2010, or 2013/2016 (32 bit only) installed or the free MS Access® Runtime 2010 (32 bit) available from the Microsoft website. Do an internet search for “MS Access 2010 Runtime” or go the Resources section of the www.CostumeInventory.com web page. (If you have **Office 64 bit** running, please contact us for the custom version. The Music Dept Inventory Database that you download from the website will not run in *OFFICE 64*. Office 64 and Office 32 cannot be run on the same machine.)

***** Special note:** You must use the **same** version of MS Access on all workstations. The database may become corrupted or give you error messages if you open it with both MS Access and 2010 or 2013/2016

** Each workstation should also have **4 GB of memory**. It is possible to run it with less but users may have issues displaying large numbers of photos or working with large databases.

** Each workstation should have a shortcut installed to point to the database front end (the *.accdr file) on the network.

5) The image processing software, **dbPix-30.exe** needs to be installed on each workstation after MS Access is installed. The dbPix-30.exe file can be found in the folder where you originally installed the database (C:\CostumeInventoryResources\.... To install the software copy it to each workstation and double click on the filename - dbPix30.exe - and follow the prompts. (Do not worry about it saying “Evaluation” during the dbPix setup. The license Info is embedded in the application.)

6) If you **move the database** to the network after you have been using it on a single PC you will also have to move the pictures to a shared location just like the database. If the uniform/equipment *records* already have links to a folder on the local PC then the links will have to be updated to point to the new network location. Contact us for help in updating the records. We can do it with a TeamViewer session in just a few minutes.

7) The newest version of the setup file also installs a **barcode font** so that when you print a check-out report or a repair card the barcode will be printed on the report - which can then be scanned. The barcode font will need to be installed in the fonts directory of each workstation. The font file name is: FRE3OF9X.TTF and a copy of it will be located in the same directory as the database.

8) If you are experiencing any “**write conflicts**” when 2 people are using the database at the same time, then the database front end (Music Dept Inventory Database.accdr) can be copied to the workstation for each users. The shortcuts for those users will need to be updated to point to the new location of the front end. The back end database (*DATAONLY.accdb) should remain on the network drive. The front-end databases should not need to have the data tables re-linked but if they do, follow the instructions above.

9) It has been found that when shared databases are stored on **mapped drives** the Visual Basic code that is in the database can become corrupt or deleted. It is essential that the name of the mapped drive be the same for all users and that the network mapping happens before the database is opened. If the database will not open correctly and you get a message stating that the VBA code is missing or corrupt, replace the database front end file with a backup copy. That should fix the problem. The data is not affected by this problem. A copy of the database front end is made in a Backup folder at the time of the installation.

G. Install Database on a Mac

The Music Dept Inventory Database (and the Uniform Inventory Databases) are written in MS Access - a Windows only application. It is possible and easy to use it on a Mac once you purchase / download and install additional software. Here is a list of the software programs you will need.

Please see the website for more instructions. [Resource Guides](#)

Software to purchase - if you do not have them already:

- VM Fusion® or Parallels® - these programs allow you to install MS Windows on the Mac and run Windows programs. Both will work with MS Office / Access and are easy to use and install. (I have only tested the VM Fusion product.)

VM Fusion®: <http://www.vmware.com/products/fusion/overview.html> Cost: \$49.99 (or less)

Parallels®: <http://www.parallels.com/products/desktop/> Cost: \$79.99 (\$49.99 at Amazon.com)

Check the VM Fusion® and Parallels® websites for full documentation and support on these products. Please review the System (processor speed and memory) and Operating System requirements carefully. Older operating systems are not always supported. If you have problems with the installation please contact the software vendor directly.

- MS Windows® 8 Home Premium license (the Professional is an option but more expensive and not needed to run MS Access or the database.)

Microsoft: www.Microsoft.com Cost: \$199

Amazon.com \$ 150 and up (There are a lot of versions out there - do not get an “Upgrade” or OEM (Original Equipment Mfg) version.)

Software to Download for free:

- MS Access Runtime software - available free from Microsoft. Once you have installed the VM Fusion (or Parallels) and MS Windows you can download and install the Access Runtime software.

Download it from: <http://www.microsoft.com/en-us/download/details.aspx?id=4438>

H. Photos

H. Photos

Setting up folders for photos

Photos are not stored in the database. They are stored in one or more folders on the computer or network and only the link (directory and file name) is stored in the database record.

The photos can be stored in any folder but it is advisable (to make it easier to find and back them up) to create one or more folders for that purpose. You can set up the default folders for Uniform Photos, Instrument Photos and Students (People) photos on the List of Modules screen.

Although the photos can be any size it is a good idea to **keep them under 0.5 MB (500 KB) each**. The Photo Gallery display from the Search Menus can become overwhelmed and will not display the photos if they are too large.

Once the path for the Photo folder is set here the program will open that folder every time you go to load a photo in the uniform, instrument, equipment, or student record. Currently the default path is set to the C:\ drive. If you don't set up your own path every time you go to load a photo you will have to redirect the program to your photos folder in the Browse window.

Be sure to copy all your photos to the directory you set up before you try to assign it to a uniform or instrument.

If you are on a local PC or network: The photos are not backed up with the Backup Utility on the Utilities menu. These folders need to be backed up independently.

Reducing the size of photos

The best way to manage the size of your photos is to reduce them in size **before** they are linked to a database record. There are several software packages available for free or low cost that will save a lot of headaches. One that I use is called "FastStone Photo Resizer" <http://www.faststone.org>. There are detailed instructions on the Support page on the website / Resource Guides: http://www.costumeinventory.com/Resource_Guides.html. Look for the "Tips for Saving Photos" Resource Guide.

Rotating photos:

Many times you will take a photo in a horizontal orientation and other times you will turn or rotate the camera to get the best photo. This rotation information is stored in the photo. Some times when you load (link) photos to a database record it will come in correctly and other times not. You can use the a right-mouse click over the photo in the database to open a menu which will offer you a "Rotate" option. This will rotate the image temporarily but will not keep that rotation. The next time you look at the record / photo it will be back with the original rotation.

The best way to fix that is to use a software program like "FastStone Photo Resizer" (see above) to rotate the photos before they are linked to the database record.

Sometimes - you need to rotate a photo 90 degrees right - then rotate it again 90 degrees left - and then it will display correctly. It sounds like it would be the wrong thing to do but it actually works.

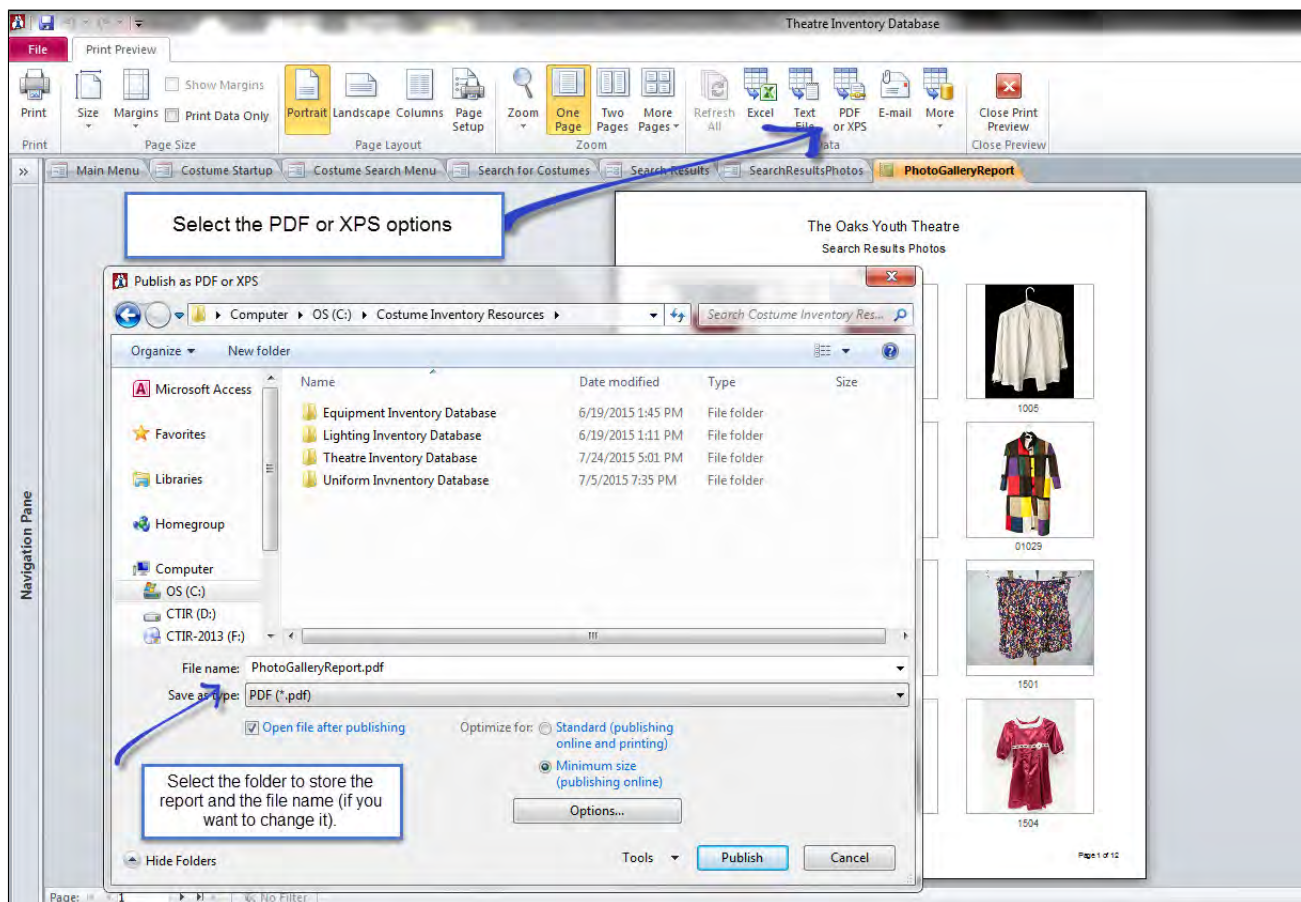
I. Print to PDF

All reports can be printed to your printer or a PDF file. PDF Files can be emailed directly from the program if you have MS Outlook set as your default mail program.

The Print Preview menu options will look a little different between the full MS Access version and the Runtime version.

To print to a PDF file:

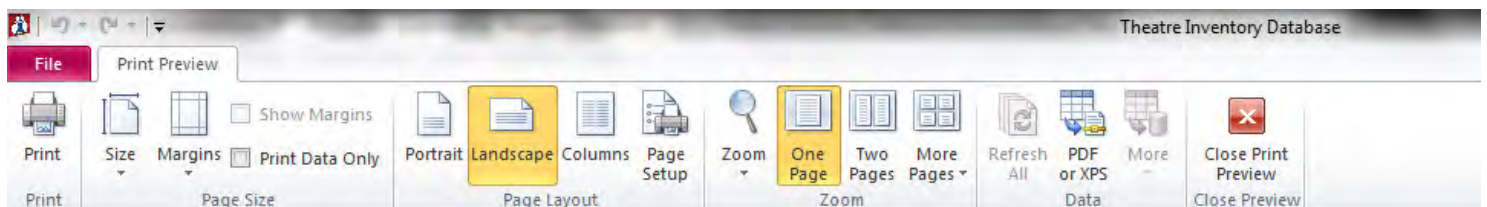
For the Full version of MS Access:



- 1) Select the PDF / XPS button
- 2) Select the folder where the file will be stored and the file name (if you want the change it).
- 3) Click "Publish"

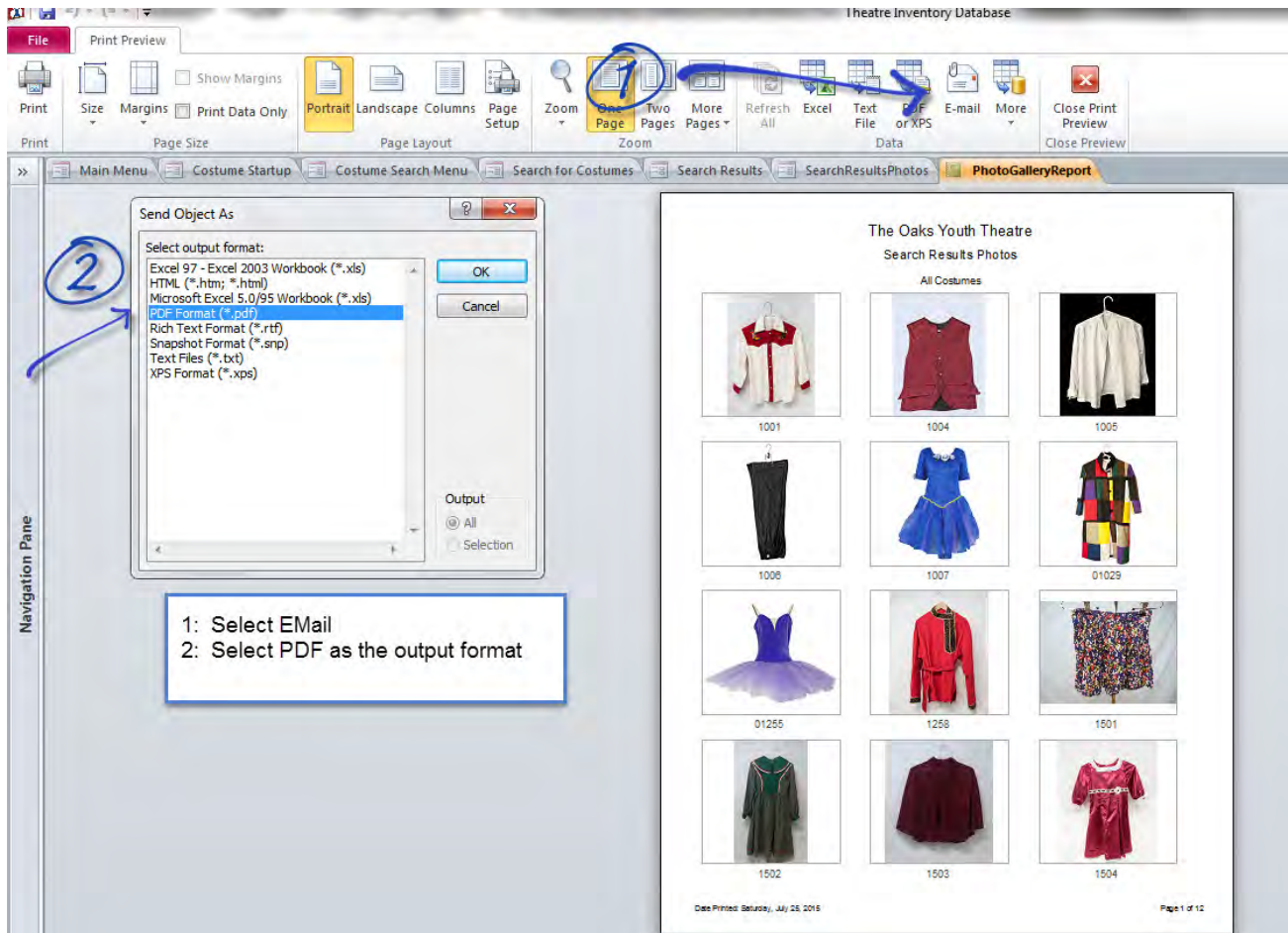
For the Runtime version of MS Access:

Depending on your installation you have fewer options but you will still have the PDF option. Follow the steps above to create the file.



To Email a report:

- 1) From the Print Preview menu - select "E-Mail".
- 2) Select PDF as the Output format
- 3) Click OK and the report will be outputted. Your email program will open for you to enter email address of the recipient.



******* In order for this to work - your version of MS Outlook (2010 or 2013/2016) must match your version of MS Access (2010 or 2013/2016) !!! If they don't match the email won't send.**

FILE MESSAGE INSERT OPTIONS FORMAT TEXT REVIEW ADOBE PDF

Cut Copy Paste Format Painter Clipboard Basic Text Names Address Book Check Names Attach File Attach Item Signature Follow Up High Importance Low Importance Zoom

To... margaret@costumeinventory.com

Cc...


Subject Photo Gallery Report

Attached [PhotoGalleryReport.pdf \(298 KB\)](#)

Hi

Here is a test where I send an email directly from the Theatre Inventory Database !

Margaret



Margaret Messick
Costume & Theatre Inventory Resources
PO Box 4345
Davis, CA 95618

855-468-8247 (Toll Free USA & Canada)
530-753-7143 (International)
www.costumeinventory.com

J. Contact Us

For technical or sales support contact us at:

Phone: Toll-free (USA/Canada) 1-855-468-8247 (1-855-GOT-TAGS) -
International 1-530-753-7143.

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